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| **Position / Job Title** | **Senior Relationship Manager – Home Remittance Business (OG-I)** |
| **Reporting to** | Wing Head – Remittance Business |
| **Educational /**  **Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC * Candidates having Bachelors or Master’s Degree in Business Administration / Finance / Marketing and / or have relevant certification will be preferred |
| **Experience** | * Minimum 04 years of banking experience with at least 02 years in the area of home remittance business and / or as marketing officer / executive / strategist in the area of home remittance and / or payment services and / or in a similar role in financial sector would be preferred |
| **Other Skills / Expertise / Knowledge Required** | * Good communication & interpersonal skills * Good analytical skills * Excellent time management skills * Proficient in MS office |
| **Outline of Main Duties / Responsibilities** | * To facilitate achieving sustainable revenue streams for the Bank and oversee implementation of the same * To analyze business data and information related to clientele performance regularly, subsequently use insights to identify strategies that can increase volume of business * To assist in preparation of office notes / memos regarding client onboarding, pricing and other business-related matters for management’s approval * To manage fund for the tie-ups / stake holders * To prepare agreements / addendums with home remittance tie-ups / stake holders * To ensure AML / KYC, CFT and due diligence of the remittance partners * To coordinate with Operations, Compliance, and relevant support groups in respect of home remittance related matters * To ensure compliance of banking laws, regulations, Banks’ policy and procedures, maintenance of tie-ups’ files and records * To assist Wing Head in exploring remittance business opportunities and converting home remittance leads into business achievements * To perform any other assignment as assigned by supervisor(s) |