



## Careers

### EXCELLING OPPORTUNITIES

The Mauritius Commercial Bank (Maldives) Pvt Ltd has for the last 14 years been actively contributing to the enhancement of the banking sector in the Maldives, offering a comprehensive range of services to meet the needs of its valued customers. Our continued success will depend on our capacity to be attentive and innovative to our key stakeholders, including our clients and personnel.

We currently have an opportunity for a proactive and dynamic individual with a strong analytical mind-set. If you wish to be part of our team, we invite you to explore the following job vacancy.

### TELLER/CUSTOMER SERVICE REPRESENTATIVE

#### Job Purpose

Provide outstanding customer service to our clients by performing cash and non-cash transactions in conformity with established policy and procedures.

#### Responsibilities

- Perform cashiering and non-cashiering transactions in a timely and efficient manner.
- Perform timely till reconciliations and verification of reports on a daily basis.
- Ensure proper cash management.
- Deal efficiently with customer requests for products and services.
- Ensure proper maintenance of customer data
- Ensure adherence to bank's policies and procedures to maintain high level of integrity and ethical standards.

#### Requirements

- GCE A 'Level or Equivalent Qualification.
- Work experience in handling cash will be an advantage.
- Ability to work under pressure.
- Good communication and interpersonal skills.
- Good knowledge of written and oral communication in English.

**Only candidates meeting the above criteria need to apply along with their CV, copy of National Identity Card, attested and accredited copies of certificates addressed to:**

Human Resources  
The Mauritius Commercial Bank (Maldives) Private Limited  
H. Sifa Building, Male'  
[careers@mcbmaldives.com](mailto:careers@mcbmaldives.com)

**Closing date for application:**  
30<sup>TH</sup> January 2023