



SUPERVISOR – HIMARA BRANCH

MAIN DUTIES:

- Ensures appropriate management of the activities of the Branch in order to achieve targets.
- Ensures timely and adequate products and services' sale to the targeted clientele.
- Is responsible for the achievement of Branch objectives set in line with the overall business plan of the Bank.
- Maintains regular contacts with customers, in order to attract them in a long-term relationship with the Bank.
- Reviews business trends in order to advise customers regarding expected fluctuations.
- Administrates and supports customer operations.
- Administrates and supports cash operations.
- Administrates and supports the payment services and payment instruments

QUALIFICATIONS:

- University Degree, Preferably in Economics, Finance or Accounting.
- Master degree is an advantage.
- Excellent command of Albanian and English language.
- MS Office Package.
- Four (4) years of relevant Banking experience
- Two (2) years of related experience.

COMPETENCES / SKILLS:

- Excellent communication and interpersonal skills (flexibility, initiative).
- Excellent organizational and time management skills.
- Very good analytical thinking and writing skills.
- Cooperation / Team Spirit
- To implement effectively all the Bank's and Group policies, procedures and guidelines.

*The interested Candidates should submit their Curriculum Vitae to this e-mail address: hr.albania@alpha.gr.
Deadline of application is September 11, 2015.*

All applications will be treated in strict confidentiality. Please note that only applicants selected from the documentation will be invited for an interview.