Bank of Commerce

An affiliate of San Miguel Corporation

HEAD OFFICE & BRANCH VACANCIES

as of December 2019

CONSUMER GROUP

Channel Manager *(Auto & Housing)*
Consumer Lending Division

- Extensive knowledge in auto and housing loans
- Above average communication, sales and negotiation skills

Marketing Assistant *(Auto & Housing)*
Consumer Lending Division

- Assists the Channel Manager in the marketing and management of consumer loans products
- Knowledgeable in the Bank's products and services
- Good oral and written communication skills

Credit Evaluator *(Auto & Housing)*
Consumer Credit Division

- Responsible for the thorough evaluation of auto & housing applications received by the unit
- Preferably with at least 5 years of related work experience

CONSUMER GROUP

Collections Assistant
Consumer Collections & Recovery Department

- Performs call outs, sends letters/ emails and SMS in a timely manner
- Good oral and written communication skills

Field Collector
Consumer Collections & Recovery Department

- Responsible for providing accurate ad timely skip tracing reports to control the NPL ratio
- Excellent probing skills

CORPORATE BANKING GROUP

Relationship Manager (Metro Manila & Cebu)

- At least 3-5 years of experience in banking, specifically lending operations
- Must have knowledge in credit analysis
- Excellent communication, sales and negotiation skills

Marketing Assistant (Metro Manila & Provincial Branches)

- Assists the relationship Manager in the marketing and management of corporate/ small and medium branch accounts
- Knowledgeable in the Bank's products and services
- Excellent oral and written communication skills

EXECUTIVE SUPPORT GROUP

Solutions Manager
Solutions Management Division

- Responsible for the planning, budgeting, documenting and delivery of the assigned projects of the Bank
- At least 3 years technical experience in managing and handling projects

Solutions Analyst
Solutions Management Division

- Interacts between business and IT personnel to support and ensure the successful delivery of technology solution per approved business requirements
- At least 3 years technical experience in the field of Information Technology

Junior Quality Assurance Specialist
Solutions Management Division

- Responsible for testing BAU and upcoming projects
- Develops test cases, scripts and execution procedures
- Documents testing results

EXECUTIVE SUPPORT GROUP

Application Specialist
Information & Technology Services Division

- Leads the development, modification and maintenance of in-house applications or specialized utility programs
- Preferably with at least 1-2 years of solid experience in JAVA programming
- Must have experience in Java, C#, PL/SQL, PHP, .NET, HTML, Oracle, VB6 programming languages

Analyst/ Programmer
Information & Technology Services Division

- Responsible for the development, modification and maintenance of in-house applications or specialized utility programs
- Preferably with at least 1 year of related work experience
- Preferably with experience in in Java, C#, PL/SQL, PHP, .NET, HTML, Oracle, VB6 programming languages

Hardware Infrastructure Administrator
Information & Technology Services Division

- Responsible for the effective provisioning, configuration, maintenance, and support of the system hardware, operating systems, software systems, and procedures comprising all computer systems, and storage capacity of virtualized and non-virtualized environment

EXECUTIVE SUPPORT GROUP

Technical Support Specialist
Information & Technology Services Division

- Responsible for installation, configuration and maintenance of Computer system and banking applications
- Handles deployment and installation of banking application and patches on all servers and workstations

Servicedesk & End User Support
Information & Technology Services Division

- Provides 1st level support to line units
- Makes sure that all IT related requests are properly recorded for monitoring and coordination.

Network Engineer
Information & Technology Services Division

- Responsible for the installation and maintenance of the bank's communications facilities (voice and data).
- Graduate of any IT related courses

EXECUTIVE SUPPORT GROUP

Group Admin Assistant
Office of the ESG Head

- Responsible in providing administrative support to the Group, Division and Department Heads of ESG
- Provides assistance to any administrative need of the group
- Assists Group Head in managing schedules of the team

TREASURY MANAGEMENT GROUP

FX Sales Department Head
Treasury Marketing & Sales Division

- Responsible for generating both income and volume for purchase and sales of FX as well as GS and other Bonds
- Knowledgeable on macro and micro drivers of FX markets
- Preferably with at least 5 years of related work experience

Marketing Officer for Binondo, Cebu and Northern Luzon Area
Treasury Marketing & Sales Division

- Responsible for the development of Chinese clientele and to increase client base in Cebu and Northern Luzon Areas
- Excellent verbal and written communication skills with exceptional sales skills
- At least 3-5 years of experience in banking, specifically in Treasury

TREASURY MANAGEMENT GROUP

Trader
Treasury Marketing & Sales Division

- Provide support in generating both income and volume from purchase and sales of Government Securities, Republic of the Phil. Bonds, Corporate Bonds and other Issuances as well as purchase and sales of Foreign Exchange.
- Excellent verbal and written communication skills with exceptional sales skills
- At least 3-5 years of experience in banking
- Has basic knowledge in treasury products and transactions

TRANSACTION BANKING GROUP

Division Head
Cash Management Division

- Responsible in growing corporate clients specially its deposit and fee revenue streams
- Knows how to provide solutions to treasury, accounting and IT stakeholders of clients
- Has background on foreign flows and fees (FCDU and FX) domestic transactions, and how this can be integrated in the client's ERP (ie. SAP, JD Edwards etc.)
- Capable of creating innovative product solutions according to latest market initiatives (ie. E-receipt) that will make client want to use Bank of Commerce more for their transactions (ie. collection via cash centers etc)
- Can lead a team of product and sales cash management teams.
- Responsible for business development related functions in coordination with corporate and branch banking, together with operations, BSD, IT, compliance and risk

TRANSACTION BANKING GROUP

Cash Sales Department Head
Cash Management Division

- Responsible for the overall supervision of the department in terms of providing the necessary support to designated market coverage group in selling the Bank's cash management products
- Excellent verbal and written communication skills with exceptional analytical skills
- Preferably with at least 5 years of related work experience

Trade Sales Officer
Trade Division

- Responsible for trade sales pipelines by spotting opportunities among corporate and branch accounts with existing credit facilities, and offer traditional trade products
- Excellent verbal and written communication skills
- Preferably with at least 5 years of related work experience

CREDIT GROUP

Credit Policy Department Head
Credit Policy Department

- Responsible for maintaining and updating the Credit Policy Manual and will serve as the Secretary of the Credit & Collections Committee (CreCom)
- At least 3-5 years experience in banking specifically in credit management
- Excellent communication and analytical skills

Credit Officer
Credit Evaluation & Review Division

- Responsible for the timely, accurate, comprehensive and unbiased credit assessment of business units' proposals on the granting of loan
- At least 3-5 years experience in banking specifically in credit risk management
- Excellent communication and analytical skills

Credit Investigator/ Appraiser*(Consumer & Corporate Section)*
CI & Appraisal Division

- With excellent investigative/ probing skills
- Preferably with at least 1-2 years of related work experience
- Desire to work beyond the usual office hours

INTERNAL AUDIT DIVISION

Senior Auditor (IT Audit)

- Leads a team of IT auditors responsible for auditing information systems, platforms, and operating procedures in accordance with established Bank's policies and procedures for efficiency, accuracy and security.
- Preferably a Certified Public Accountant
- Excellent verbal and written communication skills with exceptional analytical skills

RISK MANAGEMENT DIVISION

Credit Risk Modeling Manager
Credit Risk Management Department

- Responsible in managing the credit risk exposure of the Bank by formulating, developing, maintaining, validating, and using credit risk models
- Highly quantitative and highly statistical; knowledgeable in the use of statistical software (R,SAS, SPSS, etc.)
- Preferably with at least 5-10 years of related work experience

Operational Risk Analytics Officer
Operational Risk Management Department

- Responsible in managing the operational risk exposure of the bank by formulating and developing operational risks models in which shall be maintained
- Highly quantitative and highly statistical
- Preferably with at least 5 years of related work experience

RISK MANAGEMENT DIVISION

Vulnerability Analyst
IT Risk Management Department

- Responsible in identifying the vulnerabilities that exist in the infrastructure; discovering security weaknesses and correct them prior to the implementation of new client-facing application and/or services of the Bank
- Working knowledge of CVSSv3
- Experience in operating vulnerability assessment tools (Nessus, Kali, Linux, Metasploit), including network scanners and host-based detection agents
- Preferably with at least 5 years of related work experience

COMPLIANCE DIVISION

Compliance Testing Analyst
Compliance Testing and Validation Department

- Provides assistance to Compliance Specialist in monitoring results and status of remedial plans taken by head office unit's / branches on self Compliance testing activities and review Exception Reports;
- With at least 2-3 years of branch operations experience particularly in New Accounts and Tellering
- Exposure to compliance and audit work is an advantage

BRANCH BANKING GROUP

Branch Head *(Metro Manila & Provincial Branches)*

- Ensures attainment of profitability targets thru delivery of budgeted business volume and efficient cost management
- With at least 5 years work experience in branch banking operations/ marketing
- Branch Marketing/ Operations Officers are welcome to apply

Branch Marketing Officer *(Metro Manila & Provincial Branches)*

- Works closely with the Branch Head to ensure attainment of profitability targets thru delivery of budgeted business volume
- With extensive knowledge in bank products and services
- With exposure in branch operations
- With above average communication and people relation skills
- With a network of potential bank clients

Branch Operations Officer *(Metro Manila & Provincial Branches)*

- In charge of the overall execution, supervision and management of operational flow and efficient service delivery in the branch of assignment
- With extensive knowledge in bank policies and procedures for branch operations
- With at least 5 years work experience in branch banking operations/ marketing

BRANCH BANKING GROUP

Branch Operations Officer - Pool *(Metro Manila & Provincial Branches)*

- In charge of the overall execution, supervision and management of operational flow and efficient service delivery in the branch of assignment
- With extensive knowledge in bank policies and procedures for branch operations
- Willing to be assigned in different branches within the area of assignment

Customer Service Assistant – Teller (*Metro Manila and Provincial Branches)*

- In-charge of executing efficient service delivery of frontline tellering functions, acceptance and disbursement of cash transactions
- Provides customers with the highest quality of service and exhibits a high level of professionalism and integrity
- Graduate of any 4-year course

Customer Service Assistant – New Accounts*(Metro Manila & Provincial Branches)*

- Responsible for the execution of efficient service delivery of basic new accounts functions, opening of deposit, account maintenance with emphasis on the observance and compliance of regulations whether internal or external, bank policies, procedures and the code of ethics
- Graduate of any 4-year course

BRANCH BANKING GROUP

Branch Control Officer *(Metro Manila & Provincial Teams)*

- In charge of oversight and execution of backroom processes and functions, including, but not limited to, vouching, proving and safekeeping of over the counter and source documents, CIF review, outward clearing, SL/GL accounting, preparation, and review of reports, and such other functions as may ensure consistent observance and compliance by branches to policies and procedures, whether internal or external, including adherence to the Bank's Code of Conduct

Branch Control Assistant *(Metro Manila & Provincial Branches)*

- In-charge of the execution of backroom processes and functions, and such other functions that ensure consistent observance and compliance by branches to policies and procedures, whether internal or external
- Graduate of any 4-year course

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Training Assistant
Learning and Development , Employee and Labor Department

- Provides assistance to Training Officers in conducting training programs
- Ensures smooth flow of training events / workshops / seminars
- Has experience in presenting in front of an audience
- With above average communications skills, good people skills
- Well versed in computer applications like MS Word, Excel, Powerpoint and Adobe Photoshop