



Bank of Commerce

An affiliate of San Miguel Corporation



VACANCIES

as of June 2020

OPERATIONS GROUP

Division Head

General Services Division

- Manages the activities of the General Services Division to ensure all its departments are functioning properly to achieve the Division's overall objectives and goals
- Reviews all items submitted by team members prior to approval and submission to higher management
- Ensures that business strategies are aligned with objectives and are properly implemented
- With at least 10 years of extensive experience in the banking industry focusing on people management, facilities management, and general administration operations

OPERATIONS GROUP

Division Head

Treasury Operations Division

- Responsible for ensuring new product delivery capability, managing day-to-day premises and operations processing units, integrating system applications, supervising staff in system operations and settlements functions
- May engage in direct client contact at a higher management level and offers service to the clients in account openings, closing, transactions processing and inquiries
- Develops annual capital budget for procurement of systems or other equipment
- With at least 10 years of related work experience in treasury operations