



Bank of Commerce

An affiliate of San Miguel Corporation



BRANCH VACANCIES

as of November 2020

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

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

BRANCH BANKING GROUP

Branch Control Officer

- In charge of oversight and execution of backroom processes and functions that are consistent with the observance and compliance by branches to policies and procedures, whether internal or external, including adherence to the Bank's Code of Conduct
- With at least 3-5 years related work experience

Branch Business Cross-Sell Officer

- Responsible for the conceptualization, development, implementation and maintenance of the Branch Banking Group's cross-sell programs, initiatives and activities
- With at least 3-5 years related work experience

Branch Business Development Officer

- Responsible for the conceptualization, development, management, and portfolio profitability of assigned bank product/s and or program/s
- With at least 3-5 years related work experience

BRANCH BANKING GROUP

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

TRUST SERVICES GROUP

Division Head

Trust Sales & Marketing Division

- Responsible for the comprehensive and systematic marketing and sales activities of the Trust Services Group, delivering trust, investment management and other fiduciary services to achieve the Group's volume, revenue and market share targets
- Responsible for planning, organizing, coordinating and controlling activities of the Trust Sales & Marketing Division
- With at least 5-10 years of related work experience