



BANKCOM JOB VACANCIES



Branch Head

Ensures attainment of profitability targets thru delivery of budgeted business volume and efficient cost management.

- Valenzuela Branch
- Malolos Branch
- San Jose Del Monte Branch
- Wack Wack Petron Branch
- Cainta Branch
- Carmen Branch
- Bacolod Capitol Branch

Qualifications:

- With at least 5 years managerial position in branch banking operations/ marketing
- With extensive knowledge in bank products and services
- With a network of potential bank clients

Branch Marketing Officer

Works closely with the BM in achieving branch sales target for the year particularly in cross-selling other products (Consumer, Cards, TBG, Trust & Treasury products)

- Malabon Gen. Luna Branch
- Cebu Banilad Branch
- Davao Rizal Branch

Qualifications:

- With exposure in branch operations
- With extensive knowledge in bank products and services
- With a network of potential bank clients

Branch Operations Officer

In charge of the overall execution, supervision and management of operational flow and efficient service delivery in the branch of assignment

- Del Monte Branch
- Tomas Morato Branch
- Magallanes Branch
- Cainta Branch
- Tacloban Branch

Qualifications:

- With extensive knowledge in bank policies and procedures for branch operations
- With at least 5 years work experience in branch banking operations/ marketing

Branch Operations Officer - Pool

In charge of the overall execution, supervision and management of operational flow and efficient service delivery in the branch of assignment.

- VisMin Division

Qualifications:

- With extensive knowledge in bank policies and procedures for branch operations
- Willing to be assigned in different branches within the area of assignment

Branch Cash Operations Officer

In charge of the cash management of the cluster.

- Iloilo Iznart Cash Hub

Qualifications:

- With extensive knowledge in bank policies and procedures for branch operations
- Flexible with hours as applicable to branch

Branch Control Assistant

Ensures that all transactions of covered branches are reviewed and monitored properly.

- Sta. Cruz Zambales Branch

Qualifications:

- With extensive knowledge in bank policies and procedures for branch operations
- With at least 3 years experience in branch operations as teller & new accounts

CSA Teller

Facilitates over the counter bank transactions.

- Taft PGH Branch
- Subic Freeport Branch
- Sta. Cruz Zambales Branch
- Cebu Mandaue Branch

Qualifications:

- Graduate of any 4-year course
- Highly motivated and has good interpersonal skills

CSA Pool

CSA Pool's primary responsibility is to man branches with incomplete CSA line up due to leaves and absences.

- Quezon City Area
- Metro Manila North Area
- Eastern Visayas Area

Qualifications:

- Graduate of any 4-year course
- Highly motivated and has good interpersonal skills
- Willing to be assigned in different branches within the area of assignment

Area Admin Assistant

Assists the Area Head with the preparation of reports and performs administrative functions required by the area.

- Manila Proper Area

Qualifications:

- Graduate of any 4-year course
- Excellent written and verbal communication and interpersonal skills
- Proficient in Microsoft Office



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Department Head

TBG-Remittance Department

Supervises the development of new or improve existing trade & non-trade finance products & services, ensuring that such products & services caters & meets current and future requirements & needs of OFWs, clients & internal units of the bank.

- Preferably with at least 5 years of experience in remittance marketing

Product Manager

TBG-Digital Channels Department

Assists Digital Channels Dept. in implementing ATMs / CDMs / BankCom Personal for clients.

- With 3 years experience in banking and financial institution preferably in product / project management
- Highly adaptable, positive, resourceful and open to new ideas

Product / IT Manager

TBG-CMD-Product Management Department

Responsible for the MIS requirements of the entire Cash Management Division as well as perform Product Management functions for non-CIB products and services.

- With at least 1-3 years of banking experience preferably in Cash Management
- Knowledge in product development / system analysis is an advantage

Relationship Manager

CBG-Corporate Banking 1 Division

Primarily responsible for managing a portfolio of SMC and non-SMC accounts.

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

Credit Risk Modelling Head

RMD-Credit Risk Management Department

Manages the credit risk exposure of the bank by formulating, developing, validating, and using credit risk models

- Preferably with at least 3-5 years of experience in quantitative risk analysis and risk modelling
- Knowledge in statistical software like R and Python is an advantage
- Graduate of Mathematics, Statistics or any related courses

Project Manager

DSG-Program Office Division

Responsible in leading the project team to successfully initiate, plan, execute, implement and close the project.

- With at least with 3-5 years experience in handling / managing projects

Section Head

CCG-Credit Card Credit & Collection

Responsible for monitoring the flow and status of overdue and past due accounts.

- Preferably with at least 3 years of related work experience
- Above average analytical and MIS skills

Section Head

OG-LOD-CBLD-Booking & Payment Section

In charge of booking and payment of corporate and back-to-back loans.

- With at least 3 years of experience in banking specifically in loan operations
- Above average knowledge in loan processes particularly in corporate and branch loans

Section Head

OG-TOD-Domestic Settlement and Money Market

Supervises the timely and accurate processing of money market transactions and the preparations of related documents.

- With at least 3 years of work experience in treasury operations
- Must be familiar with fixed income transactions, and knowledgeable in BSP circulars and other regulatory policies and procedure

Section Head

OG-TOD-TDCD- Docs & Report Section

Responsible for monitoring of all general ledger balances against subsidiary ledgers and for the accurate and timely submission of reports to Finance Division and BSP.

- Must have experience in handling the preparation and submission of treasury related reports
- Knowledgeable in BSP circulars and other regulatory policies and procedure

RPC Credit Officer

Credit Investigation and Appraisal Division

Responsible for reviewing, checking and ensuring timely and accurate submission of credit investigation and appraisal reports.

- Competency in credit investigation/ appraisal processes
- Preferably Certified Real Estate Appraiser
- Willing to be assigned in San Fernando, Pampanga

Regulatory Reports

Section Head

FCG-ICRRD-Regulatory Accounting Section

Assists in ensuring compliance of the Bank with various regulatory reporting requirements of BSP and PDIC

- Preferably with at least 5 years of related work experience
- Excellent verbal and written communication skills with exceptional analytical skills



BANKCOM JOB VACANCIES



Senior Auditor IAD-Head Office Audit Department

Supervise auditors to ensure the Bank's investments in operations units (HO and BBG) are adequately protected and accounted for.

- Must be a Certified Public Accountant (CPA)
- Excellent verbal and written communication skills with exceptional analytical skills

Junior Auditor IAD-Quality Assurance Review Department

Monitors internal audit activities and assists in the conduct internal quality assurance reviews.

- Graduate of Accountancy course
- Must be a Certified Public Accountant (CPA)

Junior Auditor IAD-Head Office Audit Department IAD-Countryside Branch Audit IAD-Metro Manila Branch Audit

Responsible for the examination of the processes of HO Units / branches to ensure compliance with the existing corporate policies, procedures and other related law and circulars.

- Graduate of Accountancy course
- Preferably with experience in branch and/or HO operations
- Must be a Certified Public Accountant (CPA)

FCDU Clerk OG-IOD-ROD-FDCU/Accounting Section

Reconciles International Operations GL Entries. Handles booking of AP/AR. Performs callback of remittance. Balancing of daily/monthly trial balances

- Preferably with working experience in banking or any financial institutions
- Must be knowledgeable in general accounting principles

Loans Processor OG-LOD-CBLD-Branch/RPC Loans

In charge of processing back-to-back loans of branches and sundries

- Preferably with working experience in banking or any financial institutions
- With adequate knowledge in loan processes particularly in corporate and branch loans

Loans Processor OG-LOD-CLOD-Retail Banking Loans Section

In charge of processing Auto, Home, Salary and Benefit Loans.

- Preferably with working experience in banking or any financial institutions
- With technical knowledge in reports processing and reportorial requirements

Service Facility & Communications Assistant OG-GSD-Utilities & HO Support Section

In charge of service and communications related requests from various bank units.

- Graduate of any 4-year course
- Proficient in Microsoft Office
- Team player and with attention to detail

AML Investigator CD-AML Management Department

In charge of daily management of alerts generated by the Mosaic Voyager AML system.

- Preferably with working experience in banking or any financial institutions
- Knowledgeable in branch operations particularly in AML

Compliance Testing Assistant CD-Compliance Testing and Validation Department

Assists the Section Head in implementing and carrying the compliance functions.

- With at least 1 year experience in branch operations as teller & new accounts
- Should be familiar with basic banking processes and procedures.

Division Administrative Assistant Compliance Division

Handles administrative functions of Compliance Division as well as the logistics needs of BSP Examiners during BSP visitations and onsite examinations

- Team player and with attention to detail
- Proficient in written and verbal communication
- Proficient in Microsoft Office

APPLY NOW!

Interested candidates may send their CV to recruitment@bankcom.com.ph