**Banking Assistant for Johannesburg and Durban office**

**Minimum Qualification**: Matric

**Experience**: Minimum Six Months in Retails services of Bank/Banking Environment.

**Skills:** Communication Skills, Interpersonal and Relationship Management Skills, Computer literacy (Ms Word, Ms Excel, Ms Outlook)

**Salary**: Market related

**Job Specification**

1. Account opening- Savings, Current, Term, Recurring, Call Accounts- Compiling of Account Opening                    Application forms and forwarding them to SBI, Johannesburg & follow up.
2. Account Closure- Savings, Current, Term, Call Accounts & follow up
3. Customer call for new account opening
4. Customer calls for up selling deposit and remittance products.
5. Dormant/Inactive account operations, Visa expiry exercise
6. Risk rating review (world check) for new and existing customers
7. Assisting with imports (IVS verification)
8. All foreign exchange payment and INR remittance related works
9. Processing EFT and RTGS requests
10. Attend to despatch work and proper house-keeping of all records of the branch
11. Opening retail/sme accounts like car loan, housing loan and overdrafts.
12. Closure of any loan facility.
13. Maintaining monthly EMI in the retail Credit accounts.
14. Recovery of processing fees and recording for verification purpose.
15. Modification of sanction limits and interest rates in accounts.
16. Marking lien on deposits of OD accounts.
17. Swift message preparation and HBOBCUS reporting to SARB for outward remittances.
18. All works related to Trade and Treasury Department
19. Assisting your officer in preparation of reports.
20. Any other job responsibilities assigned by appropriate authority from time to time as per administrative exigency.