

CAREER OPPORTUNITY

ZTBL, a renowned specialized financial institution with a wide network of Branches all across the country is inviting applications from energetic and challenge-oriented professionals with proven track record and capacity to perform as a catalyst for transformation in a challenging environment. The individuals who fulfill the below-mentioned basic eligibility criteria may apply for the following position:

Position:	Operations Coordinator	No. Of Positions: 01	Level	AVP
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Basic Eligibility Criteria:

Academic / Professional Qualification:	Graduate (16-years of education)/Post-Graduate degree in Business Administration, Commerce, Statistics, Mathematics, Economics and Agriculture from HEC recognized university.
Experience:	<ul style="list-style-type: none"> • Minimum Eight (8) years' post qualification experience in Banking sector. Preference will be given to applicants working/worked as Unit Head (Operations) or in a similar position. • Minimum 03 years' service as OG-I or equivalent level.
Other Skills/ Expertise/ Knowledge Required:	<ul style="list-style-type: none"> • Having a logical and analytical approach to problem-solving; • Strong written and verbal communication skills

Outline of Main Duties / Job Responsibilities:

- Development of an effective mechanism to manage and control the field operations.
- Identification of the gaps in operational areas to improve overall banking operations.
- Identification of new opportunities for opening and relocation of branches.
- Implementation / Compliance with all rules / regulations of SBP / Bank in field operations
- Implementation of quality assurance standards in Branches/Zonal office.
- Engage workforce for higher productivity and lead team of Branch Managers and staff.
- Identify training needs of the staff working in Branches / Zonal office.
- Compliance to internal / external audit and regulatory instructions.
- Capacity to handle office matters in an efficient manner.
- Fully conversant with HR & Administrative matters.
- Fully capable to conduct office meetings and to prepare its minutes.
- Identify training needs of the staff working in Branches / Zonal office.
- Any other responsibility assigned by the line Manager.

Eligibility	<ul style="list-style-type: none"> • We Offer competitive remuneration package geared towards attracting best talent in the market. • Applicant having less than 45% marks (in conventional System) or CGPA less than 1.4/4.0 or 2.4/5.0 or equivalent in degree on the basis of which application is being submitted or not eligible to apply. • Dual nationality holders are not eligible to apply for the post. • Only short-listed candidates will be called for interview. • Interested candidates may apply online through website: https://ztbl.rozee.pk and https://www.ztbl.com.pk/jobs
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Employment Type:	Regular
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Age Limit:	40 Years Maximum (as on closing date to apply)
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- Advertisement Date: 25-June-2023
- Closing Date of Advertisement: 16-July-2023

Note: Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.

ZTBL is an equal opportunity employer - Women are encouraged to apply.

Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.