

INVITING APPLICATION FROM ELIGIBLE CANDIDATES FOR THE POST OF OPERATION ASSISTANT LEVEL II.

Bank of Baroda, Sydney Branch, and Australia invites applications from eligible candidates for the post of Operation Assistant.

About Bank of Baroda:

Bank of Baroda is a leading Indian Bank having 8,000+ branches in India and significant presence with 95+ branches in 17 countries. Bank of Baroda commenced its operation in Sydney as a wholesale banking branch since November, 2012. (For more information visit www.bankofbaroda.com & www.bankofbaroda.com.au)

Eligibility/ Skills: For full time OA.

1. The candidate must be an Australian citizen or PR holder or with work rights Visa.
2. The candidate should have 1–3-year/s business/service experience. Preference will be given to experience of working with Bank/ financial institutions
3. He/ She must have a qualification of bachelor degree or any other equivalent qualification from a recognised institution/University. Preference will be given to master degree holder in commerce, Business administration or in similar stream.
4. Should have Effective Communication Skills and requisite IT skills.
5. Good computer operating Skills, and effective organisational/ time management skills
6. He/she should have marketing skill as well for marketing of Banking Products depending up on his/her role.
7. Knowledge of preparation of Business Activity Statement (BAS) and tax related return will be an added advantage.

Eligibility/ Skills: For Part time OA.

1. The candidate must be holding appropriate Visa with part time work right.
2. The candidate should have 1 year working experience.
3. He/ She must have a qualification of bachelor degree or pursuing a batcher degree from a recognised institution/University. Preference will be given to pursuant of master degree in Business administration or in similar stream.
4. Should have Effective Communication Skills and requisite IT skills.
5. Good computer operating Skills, and effective organisational/ time management skills
6. He/she should have marketing skill as well for marketing of Banking Products depending up on his/her role.
7. Should have Appropriate Visa class to work at least 20 hours a week.

Period of Appointment:

Appointment of operation assistant (both full time and part time) will be on a fixed term contract for a period of one year initially and is renewable as per the performance, subject to discretion of Bank.

Indicative job description:

- a. To process routine daily operation transactions
- b. Preparation of routine reports/ statements
- c. Customer's service
- d. To support line manager in routine and other work.
- e. Marketing of banking products.
- f. Any other work assigned by the management from time to time

Pay Band:

For full time: Based on experience between AU\$ 55000 to AU\$ 60000 per annum including superannuation contribution.

For Part time: Proportionately to full time pay band

Others:

1. Those candidates who do not satisfy the eligibility criteria will not be considered.
2. Eligible short-listed candidates only will be called for interview
3. Last date of submission of application is 11TH July 2023.
4. Application may be submitted along with your profile on following email id:
 - a) ce.australia@bankofbaroda.com
 - b) vp.australia@bankofbaroda.com

In case of any further clarification, please contact on telephone +61 2 9087 7406/7400 or email (ce.australia@bankofbaroda.com) and vp.australia@bankofbaroda.com .



Shitesh Kumar
Chief Executive