



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 7,800+ 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 full work rights Visa.
2. The candidate should have Applicable academic and industry background, 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 Good written and verbal communication abilities and requisite IT skills.
5. Good computer operating Skills, Advanced proficiency in Microsoft Word and Excel 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 proficiency in investments and market understanding.
8. Knowledge of preparation of Business Activity Statement (BAS) and tax related return will be an added advantage.

Key Responsibilities:

Manage liquidity and investment transactions and Liaise with clients, advisers, custodians, brokers, and fund managers, fostering positive relationships and facilitating seamless communication.

Handle remittance transaction processing efficiently, ensuring compliance with relevant regulations and guidelines.

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:

Based on experience between AU\$ 55000 to AU\$ 60000 per annum Plus superannuation contribution as per prevalent law.

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 15TH March 2024.
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

