

## Specialist- RAK Operation (Emiratisation)

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Company: First Gulf Bank PJSC

Location: , , United Arab Emirates

Category: other-general

Specialist- RAK Operation (Emiratisation) Full-time Sub Division: Group

Operations Division: GCOO Now it's your time to join the #1 bank in the Middle East and one of the most prestigious financial companies in the region. Shaking up the world of banking requires a lot of smarts and skill. We're looking for the brightest and best to help us reach our goals and we'll also help you reach yours. Your success is our success as you grow stronger in your career. Join us and leave a legacy of your own, as a pioneer in both the company and the industry

**JOB PURPOSE:** Manage all operations activities of Account Services and RAK Operations. Manage staff and their performance. Recommend and promote international best practices for policies, procedures and processes. Recommend processing changes to increase efficiency, reduce risk and maximize control. Ensure policies and procedures are in line with international best practice, fit for purpose and are followed in all respects. Where deficient, ensure changes immediately

**KEY ACCOUNTABILITIES:** Team Supervision (only for Team leaders and supervisors) Organize and supervise the work of the assigned team to ensure that all work within a specific area of the activity is carried out in an efficient manner, which is consistent with operating procedures and policy. Provide on-the-job training and constructive feedback to assigned team to support their overall development. Promote the organization's values and ethics in all activities within the team in order to support the establishment of a value drive culture within the bank. Provide guidance and on the job training for junior colleagues and conduct knowledge sharing to facilitate achievement of team objectives and completion of tasks in an efficient manner which is consistent with operating procedures and policy. Promote the organization's values and ethics in all activities within

the team to support the establishment of a value drive culture within the bank. Provide inputs and implement policies, systems and procedure for the assigned team so that all relevant procedural/legislative requirements, fulfilled while delivering a quality, cost-effective service. Participate in the identification of opportunities for continuous improvement and sustainability of systems, processes and practices considering global standards, productivity improvement and cost reduction Reporting Prepare sectional statements and reports timely and accurately to meet FAB and department requirements, policies and quality standards

**QUALIFICATIONS & EXPERIENCE:** Minimum 5 years' experience in general banking Analytical, self-motivated, energetic, flexible, dynamic, problem-solver. Task oriented with strong people management and leadership skills Team player Ability to identify and control risk is a pre-requisite for the job. Thorough knowledge of bank operations & Administration. Good knowledge of system and in technical areas Good knowledge in MS. Word, Excel and Power point

#J-18808-Ljbffr

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