



জাতীয় যুবদিবস
২০২৬ উদযাপন

জব ফেয়ার

সহযোগিতায়:
bdjobs

০১
নভেম্বর

রেজিস্টার

bdjobs
LARGEST JOB SITE IN BANGLADESH

My bdjobs

Jobs

Career Resources

bdjobs PRO

ENG বাংলা

Create Account

Sign In

For Employer

< Job List



BRAC Bank PLC Insight

Universal Officer, Distribution Network

Application Deadline : 30 Oct 2026

Apply Now

★ Save

Share: [f](#) [in](#) [g+](#) [p](#)

<

All

Requirements

Responsibilities

Company Information

>

Vacancy: --

Location: Anywhere in Bangladesh

Experience: 1 to 3 years

Published: 19 Oct 2026

PRO

Application Insights

View

Requirements

Education

- Master's or bachelor's degree from a reputable university with a satisfactory academic track record

Experience

- 1 to 3 years
- The applicants should have experience in the following business area(s): Banks
- Freshers are also encouraged to apply.

Additional Requirements

- Fresh graduates can apply for the position. However, candidates with 1 to 3 years' relevant experience will be preferred.
- Strong command of Microsoft Office and a conceptual understanding of banking/financial software.
- Good interpersonal communication skills to maintain professional relationships with internal and external customers.
- Ability to work in a team.
- Proficient in customer centricity, self-motivated, and capable of meeting deadlines.

Responsibilities & Context

BRAC Bank PLC is the first and only Bangladeshi bank to feature in Forbes' World's 500 Top Performing Banks. The bank is shaping the future of banking in Bangladesh through trust, innovation, and inclusion. As a values-based financial institution, the bank empowers customers and businesses with responsible financial solutions while upholding the highest standards of compliance, governance, and transparency. For professionals, the bank offers a platform where performance, integrity, and innovation thrive.

The bank is seeking qualified and purpose-driven professionals for the mentioned position within its Distribution Network Division:

Grade: Based on the candidature

The primary focus of the role is on Services (Cash/Non-cash) and Business. This combination offers better skills and career growth, helping to become a banking all-rounder.

Key Responsibilities:

- Ensure General Banking services are delivered based on customer requirements through digital and physical channels.
- Receive and pay cash over the counter meticulously using the Core Banking System.
- Ensure welcoming, responsive customer service by applying job-related technical knowledge and interpersonal skills and answering all customer queries.
- Strictly adhere to AML/KYC guidelines while providing service and flag any suspicious activity to the immediate supervisor or BAMLCO.
- Achieve set targets for deposits, loans, credit cards, account opening, and other pillars set by management.
- Primarily approve and process account opening, closing, and modifications; pay orders and Sanchaypatra; credit card-related requests; and any other service requests permissible by the bank.
- Resolve customer complaints/issues by communicating with or redirecting to the supervisor or the appropriate department of the bank.
- Ensure documentation and processes comply with the bank's policy and standards when handling customer requests, covering all foreseeable risks and mitigating them.
- Prepare various internal and external reports and ensure their timely submission.
- All other banking activities as assigned by the line manager.

Skills & Expertise

Other Relevant Skills

Cash Management General Banking Microsoft Office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

BRAC Bank is a values-driven organization that prioritizes the protection of all its stakeholders, including coworkers and the community we work in, from harassment, abuse, neglect, exploitation, and discrimination. As an equal opportunity enabler, BRAC Bank encourages applications from any gender-diverse individuals and persons living with a disability. We consider personal persuasion to be a disqualification of candidature.

If you want to take up the challenge, please 'Apply Online.'

Only short-listed candidates will be communicated for the next stage as per the recruitment process. BRAC Bank reserves the right to accept or reject any application without assigning any reason, whatsoever.

BRAC Bank does not charge any fee at any stage of the recruitment process.



BRAC Bank PLC

Bank/ Non-Bank Fin. Institution • 7+ Vacancy • 7 Jobs • 501-1000 Employees

+ Follow

BRAC Bank is one of the top sustainable banks in Bangladesh. Established with a view to financial inclusion, BRAC Bank is the pioneer of SME Banking in Bangladesh, delivering a full array of banking services to individuals and business entities. Its strong financials, along with the best credit ratio... [See more](#)

Address:

Anik Tower (Level-9), 220/B, Tejgaon Gulshan Link Road, Dhaka-1208

Average Matching Score for
Profile Viewed Candidate

দ্রুত এবং
সহজে
চাকরি
পেতে

bdjobs
PRO

মাত্র
৯৯
থেকে শুরু

সাবস্ক্রাইব >

Top Skills

Demographics

Gender

Age

Education

Experience

Location

Salary

40%

Profile views

Average Matching Score for Shortlisted Candidates

~70

Applicants

Company receives 10,000+ applications

Would you like to know more about BRAC Bank PLC?

Find out more about services, features, and available opportunities.

View Company Insight

Report this Job / Company (রিসোর্ট)

এই চাকরির জন্য বিজ্ঞাপনসমূহ ব্যক্তি/প্রতিষ্ঠান আপনার কাছে থেকে কোন অর্থ চাইবে কিংবা নিয়োগ প্রক্রিয়া চলাকালীন কোন প্রকার হুমকিসমূহক (শারীরিক/মানসিক) আচরণ করলে অতিসতর্ক অবস্থারকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি/প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। চাকরিকালীন কোন প্রকার হুমকিসমূহ (শারীরিক/মানসিক) সম্ভাবনা থাকলে সেখানে জমেন করবেন না। কোন প্রকার অর্থ লেনদেন বা নিয়োগসমূহ কার্যকর হওয়ারনির দায়িত্ব বিভাজন বহন করবে না।

09638666444, 01897627858

complain@bdjobs.com

Learning

3000 BDT

Joyshree Das

Internal auditor certificate course on ISO 14001:2015 Enviro...

Register Now

Employability Skills Course

FREE! BDT

Self-paced Learning

Register Now



Need any support?
Our Contact Centre is available from
-9 am to 8 pm (Sat to Thurs).

16479
09638666444
01897627858

Our Valuable Partners

< catho > WORKKANA 铁招聘 seek net Jora JobaDE jobberman

About Us

About Bdjobs.com
Terms & Conditions
Privacy Policy
Feedback
Contact Us
Accessibility Statement

Job Seekers

Bdjobs Pro
My Bdjobs Panel
List of Features
Video Guides
FAQ

Recruiter

Create Account
Products/Service
Post a Job
FAQ

Download Job Seeker App
Get real-time job updates on our app.



Download Employer App
Post jobs and manage hiring anytime.



Stay connected with us

