

# ASSISTANT BRANCH MANAGERS

The job holder is required to supplement the Branch Manager in executing strategy, business & operations plan of branch for sustainable, profitable growth of business line, in adherence to all applicable policies & regulatory requirements. In doing so he/she is responsible for the following.

## THE JOB

- Understand strategy of the branch, the business & operational plans for the branch to achieve the targets of all business lines.
- Finalize a weekly, monthly, quarterly, bi-annual & annual calendar activities to achieve the operations plan of the branch and similarly assist the Branch Manager for execution of the business plan.
- To be up- to-date on all applicable policies, procedures & guidelines that would help in fulfilling the business & operations plan.
- Ensure a pleasant ambience in the branch & ATM that ensures customer convenience.
- To ensure customer centricity and policy / process-adherence in all interactions with customers.
- Ensure staff availability for seamless branch operations, as per policy in consultation with Branch Manager.
- To ensure all customer transactions are completed as per policy, guidelines and banking practices/ SLAs.
- Identify opportunities that will enhance productivity/ accuracy/ other benefits without compromising on risk.
- Ensure documents are maintained as per policy and guidelines.

## THE PERSON

- Should possess a full/ part professional/ academic qualification in the field of Banking, Finance, Business, Commerce or Accountancy.
- Possess at least 10 years of banking experience of which 6 years should be in branch banking.
- Possess strong leadership skills to manage and develop staff.
- Excellence in Planning & Organizing, Relationship Management, Negotiation, influencing and People Management skills.
- Be a target-oriented self-starter, exhibiting a high level of initiative.
- Demonstrate utmost professionalism and integrity in carrying out tasks.
- Should be a team player who works towards common business goals.

Position is at Associate Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 26th December 2025.

We will correspond only with the shortlisted applicants

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Vice President Human Resources