

# Job Description

<b>Job title</b>	Teller	<b>Rank</b>	SG-1
<b>Report To</b>	Finance Manager	<b>BU/Department</b>	Finance Department
<b>CC:</b>		<b>Department</b>	Finance Department
<b>Immediate Superior</b>	Finance & Account Executive	<b>Contact</b>	HR@the-asgroup.com.mm
<b>Immediate Subordinate</b>	Branch Manager	<b>Dead Line</b>	

## Roles and Responsibilities,

- Maintain professional company image by welcoming clients with appropriate greetings. Use attentive and positive phone etiquette in managing telephone conversations
- Manage incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or department (note complete information)
- For customers who visit the office to apply for loans, record their details into the loan application book
- Allocate applications according to townships and transfer them to the Branch Manager
- For customers who visit the office to receive the loan, check related documents
- For customers who visit the office for claims and inquiries, add details into the claim book and the inquiry book
- For customers who visit the office to repay the loan, count the money, input in system and hand it over to Finance Officer
- Input customer information in to system to generate customer identification number, loan account and/ or saving account
- Review and check loan document than handle loan disbursement, customer repayment, deposit withdrawal transactions and post those transactions into system
- Daily reconcile cash on hand and cash balance in the system before return to Finance officer
- Recording loan pay-off and loan late payment then inform to loan supervisor or loan officer to take on time appropriate action
- Perform routine telling tasks, including making deposits, withdrawals, transfers, and receiving loan payments, and cashing checks
- Maintain and balance the cash drawer on a daily basis by accounting for cash assigned, received, and disbursed
- Collaborate with colleague in the department, and build teamwork
- Follow office manner and rules issued from relevant departments
- Other duties assigned by Department the manager

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## **Required Person Specification**

- Any graduate, diploma / certificate in accounting are preferred and relevant with previous experience.
- Experience Require is 1-2 years in related field.
- You will be able to demonstrate your experience of managing cash
- A self-starter, with the ability to operate in a dynamic environment
- You must be able to demonstrate good attention to detail, and a hands-on approach
- Ability to communicate effectively at all levels within an organization
- Computer literate with good excel skills