Pakistan Jobs Expertini®

National Clearing Company Pakistan Limited NCCPL Jobs Senior Officer/Assistant Manager Customer[...]

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Company: National Clearing Company Pakistan Limited NCCPL

Location: , , Pakistan

Category: other-general

National Clearing Company Pakistan Limited NCCPL Jobs Senior Officer/Assistant Manager Customer Support & Services:

NCCPL is looking forSenior Officer/Assistant Manager - Customer Support & Services.

REQUISITES:

Education:Bachelors/Masters or equivalent from HEC recognized university.

Experience: At least 3-4 years of relevant experience

Duties & Responsibilities

To provide customer support related activities.

To coordinate with the concerned departments of the Company for timely resolution of dayto-day queries.

To ensure sure smooth processing of KYC documents submitted by clearing member.

To conduct follow-up with concerned department for timely resolution of day-to-day queries.

To answer other queries of the CSS as and when received.

Keep the Head of Department informed on the status of work in progress, delays, problems etc.

Update and maintain the related information on the Company Website.

To carry out any other job assigned by the HOD.

Comply with ISMS policies and procedures including any other requirements set forth, considering contractual, legal and regulatory needs of the company.

To ensure compliance of Information Security, Business Continuity and Quality Management,

System policies & procedures and actively participate in internal and external audits as per their roles and responsibilities.

Other Competencies:

Excellent interpersonal, liaison and presentation skills.

Strong research and report drafting skills.

Must possess knowledge of existing products of NCCPL, CDC and PSX.

Location:Karachi

Benefits & Compensation:Remuneration package includes: Market competitive salary & other benefits as per Company policy.

Interested candidates meeting the above mentioned criteria can share CVs at . Please mention the position "SO/AM-CSS" in the subject line.

Thank you!

NCCPL is an equal opportunity employer and we encourage differently abled people to apply for their relevant/suitable areas.

#J-18808-Ljbffr

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