

Branch Business Coordinator (Vlorë)

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EPPC Albania on behalf of its client, **one of the biggest financial institutions in Albania**, is currently recruiting a **Branch Business Coordinator (Vlorë)**.

Major responsibilities:

- Ensure branch targets, are achieved and exceeded;
- Ensure the best customer experience and creating loyal customers with the company;
- Identify manners and channels to increase sales and revenues for the branch;
- Develop and maintain relationship with our partners locally and identify potential business contracts;
- Manage and monitor the working schedule and employee attendance according to rush hours and business needs;
- Train and monitor the performance of new hired employee, according to the procedures and training schedules in force;
- Communicate proactively with clients to identify their needs and eligibility of granting the funds;
- Maintain high levels of confidentiality and conduct conversations in a professional manner.

Requirements for this position are:

- Graduated in Business, Finance, or related degrees;
- At least 1 year of experience in financing institution or similar position would be considered an advantage;
- Proficient computer skills and English language;
- Resident in Vlora;
- Good communication and management skills.

Facts & Figures:

Position: Branch Business Coordinator
Location: Vlorë
Contract: According to the Labor Code
To apply until: 15.11.2018

How to apply:

To apply for this opportunity, please send your CV and supporting document, **mentioning the position that you are applying for**, to:

recruitments@eppc.al

You will be contacted by eppc only if your CV & support documents will be qualified by our evaluation team.