

<https://adngateway.net/job/assistant-manager/>

Assistant Manager, Finance & Operations

Description

Your job will be highly important in ensuring the sales team meets its goals of efficiency and customer satisfaction. Assistant Manager responsibilities include hiring and training sales associates, monitoring inventory and ordering merchandise based on demand.

Responsibilities

- Reconciliation for fund settlement.
- Reconciliation of charge back and refund with acquiring bank and merchant.
- Merchant payment settlement.
- Negotiate with acquiring bank for releasing hold amount.
- Auditing and rectifying TDR of acquiring bank and merchant.
- Process development and maintenance for the merchant payment settlement.
- Maintain fund for merchant settlement.
- Maintain relationships with acquiring banks.
- Enrolment of New Merchants
- Validation of Merchant payment settlement
- Fraud management.
- Monitor gateway of all acquiring banks.
- Processing of refund and chargeback.
- Back office support for merchants.

Qualifications

Educational Requirements:

Business Graduate, preferably from Accounting

Experience Requirements:

At least two years' experience

Contacts

Instruction to apply: Candidates meeting above mentioned criteria are requested to send complete CV with photograph within 10 March, 2018 to info@adngateway.net

Employment Type

Full Time

Beginning of employment

01 Dec 2018

Duration of employment

Permanent

Industry

ADN Gateway

Job Location

Dhaka

Date posted

May 9, 2018