

CAREER OPPORTUNITIES IN BANKING

The Bank of Punjab is one of the fastest growing Banks in Pakistan with its profound existence of 35+ years. It operates through a network of 900+ branches across the country. The Bank has established a strong foundation while offering premium banking services with major focus on unsurpassed value-added services for its customers through advanced solutions.

In line with the Bank's progression strategy, we invite applications from experienced, dedicated and performance-driven professionals for the following position(s) in our **SME Division, (Consumer Banking Group)**. The following job profile offers excellent opportunity for the right candidates desirous of building a long-term career in a dynamic organization:

Position	Job Summary / Major Responsibilities	Eligibility Criteria
Trade Sales Manager (Consumer Banking Group) Grade: Band-9 to Band-7 Location: Islamabad	- The incumbent candidate shall drive Trade Sales by engaging in sales generation activities. - Ensure meeting of overall Trade Business & Income Targets assigned by the management. - Ensure on-boarding of New to Bank Customers. Establishing new relationships and strengthening & deepening relationships with existing customers. Also, Channelize Non- Borrowing Customers. - Identify business opportunities to grow non-Funded Business. - Providing financial advice & solutions to existing and prospective clients. Ensure achievement of financial and non-financial objectives of the Division. - Liaising with other Business units for business leads. Ensure Cross-sell with other Business Groups. - Conducting periodical business calls to the customers and submission of business call/ visit reports. - Ensure compliance with Bank's operational procedures and State Bank of Pakistan regulations. - Ensure Proper due diligence of customer is conducted to ensure his/her eligibility for the Bank Products & Services. - Ensure Special attention to be given to needs of vulnerable persons. Ensure Fair and equal treatment to all customers in accordance with Bank's policies, procedures & PPMs - Facilitate the customers in making an informed decision by presenting best available options to cater his/her needs and assist them promptly and efficiently if they require alternatives - Ensure secrecy of customers' information. - Ensure housekeeping of portfolio at 100% regularized level. - Ensure regular trainings are attended on products, internal policies and procedures in co-ordination with HRD & L&DC. - Timely communication of Trade Related regulatory updates to RBHs, Team Leaders, SRMs, RMs. - Ensure timely communication of any change in terms & conditions of the products to the customers. - Disseminate Trade MIS showing Actual Performance Vs Targets received by HO/TPC. - Provide feedback for Trade related policies, procedures and related documents in light of regulatory and internal guidelines - Coordinate with various stakeholders for matters related to Trade for timely resolution of the issues. - Ensuring proper monitoring and expediting the business process for prompt materialization of said pipeline. - Perform all requisite marketing & business development activities to achieve allocated targets - To ensure that customer requirements for trade transactions are professionally serviced. - Ensure Onboarding of Trade Customers as per SBP Framework and bank's internal policies and procedures.	Qualification: Minimum Bachelor's or equivalent degree from an HEC recognized local/ foreign university. Experience: Minimum 04 to 07 Years of Banking experience. Preference will be given to candidates having relevant experience. Age: Up to 55 years as on date of application.

Important Note:

- Only shortlisted candidates shall be called for interviews. No TA/DA will be admissible.
- The Bank of Punjab reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.
- The Bank is an equal opportunity employer. Females, minorities, DAP (Differently Abled Persons) or Special-Needs Person and transgender are encouraged to apply.
- The above position(s) carry market based competitive remuneration.
- Individuals fulfilling the above-mentioned criteria are encouraged to apply online through BOP career portal <https://www.bop.com.pk/available-jobs> latest by **October 15, 2026**.