



BFCBHRJ-140 – Business Development Officer II - Digital | Digital Business | Bahrain

About the role:

The Business Development Officer II - Digital is responsible to increase the volume of digital transactions and ensuring the smooth functioning of back-end digital business activities.

Your Responsibilities:

- Acquire new customers to use the digital channels and process international remittances.
- Ensure prompt and timely services regarding digital business transactions and enquiries.
- Address clients' issue to the management immediately.
- Sort daily client issues such as password resets, updating profiles and activating existing customers.
- Liaise with the internal functions such as Compliance, Operations, Payments, Service Teams & Branches as and when required.
- Keep track on newly acquired customers and ones that have been inactive.
- Proper management and interaction with all Branches.
- Conduct retails activities at various locations (outdoor) and companies across Bahrain.
- Adhere to all company policies, procedures and business ethics codes and ensure they are communicated and implemented.

About You

- Bachelor's degree required as a minimum.
- Minimum 1 year of work experience with a financial exchange company would be preferable.
- Should have excellent communication skills to read and write in English. Knowledge of other languages / regional dialect will be an advantage.
- Strong customer service and relationship management skills. Excellent sales skills.
- Ability to work with MS office package (Word, Excel, Power Point & Outlook).
- Well presented with good work ethics.
- Bahrain driving license is compulsory.