



# ONE Bank

PLC

We Make Things Happen



## ONE Bank PLC is looking for |

# Collection Officer



**Salary:**  
22,000 TK Monthly



**Vacancy:**  
10



**Job Location:**  
Dhaka, Dhaka (Savar),  
Gazipur, Narayanganj



### RESPONSIBILITIES

- ✓ Contact the borrowers on regular basis to collect the due payments.
- ✓ Attend to customers and meet their queries regarding liabilities & payments.
- ✓ Visit delinquent borrowers/guarantors and/or other relevant areas to regularize the accounts.
- ✓ Communicate with customers through e-mail and letters.
- ✓ Update client information in MIS and keep records.
- ✓ Achieve the monthly collection target set by the department/division.



**DRIVE COLLECTION.  
BUILD RELATIONSHIPS.  
CREATE IMPACT.**



### EDUCATION

- Bachelor/Master degree in any discipline from any reputed university.



### ADDITIONAL REQUIREMENTS

- ✓ Age At least 24 years
- ✓ Proficient in using online platforms and Microsoft Office applications.
- ✓ Experience in similar field will get preference.
- ✓ Candidates having a personal motorcycle will be preferred.
- ✓ Excellent verbal and written communication skills in Bangla and English.
- ✓ Should have the ability to work under pressure.
- ✓ Flexible about working hours & official visit, result-driven and able to work independently to achieve assigned targets.

**CLICK TO APPLY**



<https://lnkd.in/g/YX83maC>



**APPLICATION DEADLINE:**  
**07 July 2026**

