केनरा बैंक Canara Bank

Job Title:	Receptionist
Department:	Operations
Location:	London office
Salary	GBP 25,000 per annum basis.
Job type	Fixed Term Contract

About Canara Bank London Branch

Canara Bank London branch is one of the overseas branches of India Head Quartered Public Sector Bank – Canara Bank. Canara Bank London is authorised by the PRA and regulated by the PRA and FCA.

We invite applications from suitable candidates for the position of Receptionist at Canara Bank's London Branch.

Duties & Responsibilities

Performing duties of Branch Receptionist and to assist in Operational departments with clerical work.

While discharging your duties at all times you must:

- Adhere to FCA's Statement of Principles of Business and PRA's fundamental rules.
- Maintain compliance with all policies and procedures of the Branch.
- Comply with The Conduct Rules.
- Always act with honesty and integrity.
- Act with due skill, care and diligence.
- Observe proper standards of market conduct and treat customers fairly and ensuring best outcome for our customers.
- Complete any training modules assigned in given time line.

Key Responsibility Areas

1. To work as executive support to Chief Executive and managers as required, Reception duties, Public Relations and arranging hospitality for bank visitors, guests and customers.
2. Daily SWIFT Financial Messages administration.
3. Attend to all visitors and customers who seek assistance and services in person or by telephone enquiry.
4. Daily administration of inward and outward post.
5. Administration of branch stationary/consumables requirements. **The role will require a certain amount of physical work such as moving boxes and water bottles etc**
6. Attending to the incoming emails on branch main email address - replying/ appropriately routing to the concerned.

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7. Ensure the Branch Conference Room is kept tidy after use and to keep **staff kitchen in fully stocked mode during the day with required consumables such as milk and refreshments.**
8. Cover for operational clerical desks when required.

Essential Skills/Basic Qualifications:

- Bachelor's Degree or Equivalent
- Previous banking experience in UK and or India.
- Fluent in both English & Hindi languages

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To apply, please send your CV to hrlondon@canarabank.com

Your CV also should include your consent stating that "I have gone through the Privacy policy / GDPR mentioned on the branch website (www.canbanklondon.com) and hereby give my consent to store and process as required the personal information provided in my CV".

Only shortlisted candidates will be called for selection process/interview.

Decisions of the Canara Bank London Branch in all matters regarding eligibility and selection would be final and binding on all candidates. No representation or correspondence will be entertained by Canara Bank London Branch in this regard.

Canara Bank will require to verify applicants right to work in The UK prior to any interview.

We are an equal opportunity employer and we are opposed to any form of discrimination.

Closing Date for any application to be received is 30 June 2026

Dated: 22 June 2026
Place: Canara Bank London

CANARA BANK ★ LONDON BRANCH ★

Internal