



JOIN THE
**FASTEST
GROWING BANK**

SENIOR BANKING ASSISTANTS – CUSTOMER ON-BOARDING OPERATIONS

The opportunity exists for a dynamic individual for Customer On-Boarding Operations Department of Union Bank of Colombo PLC.

Key Responsibilities:

- Responsible for functions related to all mandates scrutinizing and authorizing.
- Authorize Customer details / Account level maintenance in the Core banking and related surround systems.
- Ensure all administration functions are followed for every activity.
- Attend and respond to all mandate, process related queries.
- Conversant with latest regulatory requirements Directions/Guidelines/Gazettes.

Requirements

- Should possess at least 3 - 4 years' experience in a Bank
- Comprehensive understanding of overall branch banking operations.
- Should possess full / part qualification in Banking or a relevant professional qualification.
- Ability to multi-task and work in a challenging environment independently with minimal supervision.
- Excellent interpersonal and communication skills.
- Committed to achieving individual and team goals.

Rewards

An attractive remuneration package with perquisites as well as staff loans at concessionary interest rates are available for this position depending on qualifications, experience & ability to work in a dynamic environment.

Applications should be forwarded via email (jobs@unionb.com) with the names of two non-related referees on or before **10th September 2021**. The post applied for should be the subject line of the email. All applications will be treated with strict confidence.

We will only correspond with the shortlisted applicants.



UNION BANK