

BUILD YOUR CAREER WITH CARGILLS BANK

Senior Banking Assistant / Banking Assistant – Thanamalvila Branch

KEY RESPONSIBILITIES & EXPERIENCE

Senior Banking Assistant

- Closely monitor and supervise the branch cash operation, vault and storage of security documents ensuring compliance with all internal & external operating policies, set procedures and regulations
- Be responsible in system and document authorization as the Branch Operations Officer
- Support the Branch Manager in administrating the branch operations to contribute towards overall sales & profit objectives of the branch
- Ensure superior service standards across all business and operational activities of the branch while supporting the business delivery
- Provide necessary trainings for the junior and new staff members of the branch
- **Minimum 4 years of experience in Banking / Financial sector, with overall exposure to branch operations and at least 1 year in a supervisory role**

Banking Assistant

- Support the overall operation / cost efficiency & business development of the branch
- Be responsible in branch teller operation while maintaining the highest level of accuracy
- Ensure branch operational policies, guidelines and external regulatory requirements are met
- Support towards the growth of the branch portfolio by cross-selling the bank's products
- Achieve higher customer satisfaction level by providing exceptional service
- **Minimum 2 years of experience in Banking / Financial sector, with exposure to external customer service and teller function is a must**

SKILL REQUIREMENTS

- Professional qualification in banking would be a definite advantage
- Fair knowledge on legal and regulatory requirements related to banking operations
- High level of computer literacy
- Should be a personality with good marketing mindset with a flair for sales
- Strong communication and customer service skills

Interested candidates are invited to send their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **09th January 2022**

Head of Human Resources

Cargills Bank Limited

No. 696, Galle Road, Colombo 03.

Email: career@cargillsbank.com

Log in to: www.cargillsbank.com

