

# Customer Service Officer

We seek a result-oriented dynamic individual with a high degree of motivation, excellent communication skills and ability to work independently. The ideal candidate must be a qualified & talented individual with a can-do attitude, having a sound understanding of the subject matter to make comprehensive decisions, the ability to work as part of a team and possess the determination to succeed in a challenging environment.

## Job Profile

- Providing required services to existing customers and potential customers to expected standards
- Assisting customers in filling deposit and saving documents and ensuring all documents are accurate and provided to the branch
- Coordinating with relevant divisions at head office on savings and deposit functions
- Creating business awareness to attract new customers
- Accurately handling cash and working on instructions

Rewards and remuneration commensurate with qualifications, competencies and ability with a well-defined career path await those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied/preferred location in the "Subject" line and e-mail to:



[careers@cdb.lk](mailto:careers@cdb.lk)

## Qualifications and Experience


- Between 19 or 22 years
- 3 passes at the G.C.E. A/L examination and minimum of C passes for English and Mathematics at the G.C.E. O/L examination
- Excellent communication skills
- Sports/extracurricular activities will be given due recognition
- School leavers with positive attitude are encouraged to apply

## Benefits

- Attractive remuneration package with incentive based rewards
- On-the job training and career guidance
- Ability to grow in a fast growing company

**CDB** 

*Your Friend*

 Citizens Development Business Finance PLC

**HOTLINE 0117 388 388**

[www.cdb.lk](http://www.cdb.lk)