

# 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

## Qualifications and Experience

- Between 19 or 23 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

Branch	Location	Date	Contact Person
Ratnapura	No.89, Bandaranayake Mawatha, Ratnapura	21 <sup>st</sup> & 22 <sup>nd</sup> November 2022	Mr.Sayuru - 077 2016 124
Katugasthota	No.468, Katugasthota Road, Katugasthota	21 <sup>st</sup> & 22 <sup>nd</sup> November 2022	Mr.Janaka - 076 6883 062
Wennappuwa	Sterline Building, Chilaw Road, Wennappuwa	21 <sup>st</sup> & 22 <sup>nd</sup> November 2022	Mr.Amila - 077 4297 598
Badulla	No.22, Bank Road, Badulla	21 <sup>st</sup> & 22 <sup>nd</sup> November 2022	Mr.Anushka - 077 3815 834

If you believe you are the ideal candidate, please walk in for an interview along with your updated CV.

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

**CDB** 

*Your Friend*

Citizens Development Business Finance PLC

HOTLINE 0117 388 388