

JOIN THE BANK FOR EVERYONE



TRAINEE BANKING ASSISTANT - PINNACLE CENTRE - COLOMBO 7

The ideal candidate should,

- be below 23 years of age
- have passed the GCE O/L with credit passes for English and Mathematics and 3 passes at GCE A/L for the main subjects (excluding General English)
- should be well groomed, friendly and energetic
- should possess good communication skills in English
- should have very good interpersonal and public relation skills
- should have a flair for excellent customer service

Your main responsibilities will be,

- Functioning as the Customer Service Ambassador of the Pinnacle Centre, ensuring that the customers have a flawless experience
- Overseeing the maintenance of the premises and carrying out the administrative tasks such as ordering stationery, arranging official transport for Pinnacle staff, coordinating utility payments, issuing cheques to service providers etc.
- Maintaining registers such as security items, daily inward credit cards, cheque books registers, stamp register, mail and post registers
- Maintaining the required deposit/withdrawal slips and cheques at the end of each day
- Entering customer transactions to the system

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.

*We are an equal opportunity employer. Any form of canvassing is discouraged.
Correspondence will only be with the short-listed candidates.*

Please apply via e-mail by sending a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by 11 May 2022.

*Canvassing in any form will result in disqualification.
Correspondence will only be with the short-listed candidates.*

Senior Vice President (Human Resources)
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