

JOIN THE BANK FOR EVERYONE



BANKING ASSISTANT - CARD CENTRE

You should ideally;

- have passed GCE O/L with credit passes for English and Mathematics and 3 passes at GCE A/L (excluding General English)
- possess 2 years of experience in the Banking/Finance industry preferably with exposure to credit/debit card production.
- be proficient in MS Office and Outlook
- possess problem solving skills and strong verbal communication skills
- possess a positive, service-oriented attitude
- be able to remain flexible to change in duties, work-flow and priorities

You will be mainly responsible for;

- production, sorting and dispatching of debit and credit cards
- performing high speed and volume production tasks within the agreed turnaround times
- reconciling completed card personalizations, dispatching and maintenance
- liaising with the courier company and branches to deliver cards on a timely basis and following up on undelivered cards
- networking with various departments that are involved in customer support to meet the agreed turnaround times

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.

As a bank, we are an equal opportunity employer, committed to promoting an inclusive environment and diverse environment. Recruitment to the Bank is based solely on merit and competency for the job role irrespective of other characteristics that make our employees unique.

Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via <https://dfccjobportal.peopleshr.com> by filling the online application form and submit same on or before 16 January 2023.

Senior Vice President (Human Resources)
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ICRA Lanka Rating (SL) AA- (Stable), Fitch Rating A+ (Stable), Licensed commercial bank supervised by CBSL.

