

JOIN THE BANK FOR EVERYONE



Banking Assistant - Central Operations (Branch Operations Department)

You should ideally;

- possess at least 2 years experience in branch banking operations including accounts opening
- have a fair knowledge on the products and services offered by the Bank
- have good interpersonal and communication skills
- possess a good knowledge of Excel & other computer packages
- have a flair for excellent customer service

You will be responsible for;

- opening & maintaining of centralized accounts
- maintaining a smooth and quick mandate clearance process on the work flow and making sure to dispose mandates for archival on a regular basis without any backlog
- ensuring that all the operational risks are identified, reported on a timely basis and implementing plans to safeguard the bank
- participating and involving in special projects based on necessity in order to maintain a strict housekeeping process in the bank

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 e-mail sending an updated CV or 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 27 March 2023.

Senior Vice President (Human Resources)
DFCC Bank PLC, 73/5 Galle Road, Colombo 03
website - www.dfcc.lk

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ICRA Lanka Rating (SL) AA- (Stable), Fitch Rating AA- (Stable), Licensed commercial bank supervised by CBSL.

