

JOIN THE BANK FOR EVERYONE



SENIOR BANKING ASSISTANT - REHABILITATION & RECOVERIES DEPARTMENT

You should ideally;

- possess 4 years experience in a Financial Institution with relevant exposure in Legal & Recovery processes
- possess good knowledge of computer packages, MS Word, Excel and PowerPoint
- possess good communication skills in English both written and verbal
- be cooperative & flexible
- possess the ability to multitask

You will be mainly responsible for;

- efficiently carrying out all secretarial/ administration tasks and any other assigned department related tasks
- handling all correspondence with internal and external parties including Internal Audit
- compilation of department data and preparation of reports
- assisting VP Rehabilitation and Recoveries & team on all secretarial work
- entailing in legal documentation

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 24 February 2023.

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

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DFCC Lanka Saving (S.L.) AA - (Sthala), Fitch Rating A+ (Sthala). Licensed commercial bank supervised by CBSL.

