



Banking Assistant Administrative Services department

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally;

- possess a part qualification in Banking
- possess minimum of 3 years of branch banking exposure. Exposure to administrative functions will be an added advantage
- have excellent interpersonal skills
- have fair communication skills

You will be mainly responsible for;

- engaging with Branches to cater the new Stationery / Cash Counter / Printer requirements.
- updating and maintaining records for all breakdown calls(repairs) / services of Cash Counter Machines, Office Equipments.
- monitoring and managing the Gift Management App sheet for Promotional items and assisting in dispatching
- liaising with Vendors and gathering details for report submissions.
- checking on daily Stationery issuances and preparing the Issuance list for Stationery distribution
- updating Issuances in the Stationery Management System and sending for Authorization.

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, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency 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 by 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 7th March 2024.

Chief Human Resource Officer,
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