



Junior Executive/Account Officer Corporate Banking Department

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

we can foster growth and progress together?



You should ideally;

- possess overall of 06 years of experience in relevant field
- customer service focused
- have strong interpersonal and communication skills
- willing to meet work demands for urgent customer transactions
- demonstrate ability to build / sustain relationships with customers
- possess necessary skills to support Relationship Managers on all day to day transactions.
- possess good Knowledge and understanding of general banking procedures

You will be responsible for,

- support the Relationship Manager/s in managing corporate client relationships
- support processing of day today transactions by co-ordinating with internal operational departments
- obtain review information from clients timely manner and assist in carrying out facility reviews
- follow-up on pending security documents and co-ordinate with Credit Service Department
- co-ordinate with the Legal Department in security documentation, as and when required
- join with RMs in customer visits as and when required
- proactively identify and resolve client issues
- assist RMs in understanding of client preferences, needs, and concerns.
- responds to ad-hoc customer requests.
- ensure all transactions received to the bank are completed in an efficient manner.
- ensuring zero client complains on all transactions routed through the bank.

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 07 March 2024.

Chief Human Resources Officer DFCC Bank PLC, 73/5, Galle Road, Colombo 03