

# Senior Banking Assistant

## Trade Services

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

*we can foster growth and progress together?*



You should ideally;

- ✓ possess 04+ years of relevant experience in a bank/ financial institution
- ✓ possess a part qualification in Banking/ Trade
- ✓ have good interpersonal and communication skills
- ✓ have knowledge on ICC regulations, Import Export control Regulations & CBSL Guidelines
- ✓ possess exposure on Import Bill Settlement and LC Bill Checking will be an added advantage
- ✓ have flair knowledge and skills in MS Office software

You will be mainly responsible for;

- ✓ handling of import collection Documents
- ✓ handling of import counter operations
- ✓ issuing of shipping guarantees & copy document endorsement.

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](mailto:recruit@dfccbank.com) with the post applied for in the subject by 26th April 2024.

Chief Human Resource Officer,  
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