

# BUILD YOUR CAREER WITH CARGILLS BANK

## Senior Banking Assistant /Executive Old Moor Street Trade Hub

### KEY RESPONSIBILITIES

- ✓ Identify potential Trade business opportunities and introduce new Trade customers
- ✓ Review applications of Commercial Documentary Credit/Documentary Collections/Advance Payments/Bank Guarantees etc for accuracy, completeness and compliance with internal and external policies and practices
- ✓ Excellent interface with the customers at all levels to provide a superior service to both new and existing customers
- ✓ Ensure strict adherence to controls to minimize losses from operational risks

### EXPERIENCE & QUALIFICATIONS

- ✓ Good knowledge of Trade Products and minimum three years of related work experience in Commercial Documentary Credit and Documentary Collections
- ✓ Bank Guarantee processing experience and exposure in Credit operations and evaluations is preferred
- ✓ Comprehensive knowledge in UCP 600/URC 522/URR 725/URDG 758
- ✓ Good verbal, written communication and negotiation skills
- ✓ Knowledge in all three languages (English/Shinhala/Tamil) will be advantageous
- ✓ Innovative Customer Service Skills

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **31st May 2024**.

Head of Human Resources  
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