



*Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-eight years of experience in the Banking Industry, is on an ambitious growth trajectory. The Bank was awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honored by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.*

*We are looking to handpick dynamic, results-oriented and highly motivated individuals to join us on this exciting journey and to make a positive contribution as valued members of our growing organization.*

# ASSISTANT MANAGER

## TRADE OPERATIONS

### Job Profile:

---

- Ensure accurate end to end processing, handling of correspondence, reconciliation and preparation of reports for Letters of Credit (LC) and Outward Telegraphic Transfers (OTTs)
- Support in Trade counters, Exports, Bank guarantees, Import bills and SWIFT operations
- Provide excellent customer service for both internal and external customers
- Handle verification and authorisation of SWIFT functions
- Ensure compliance with relevant local and international regulations, policies, and International Trade practices and guidelines.

### Candidate Profile:

---

- A full/part qualification in Banking and Finance/Diploma in International Trade Finance from IBSL or a recognized institution. Possession of a Certificate for Documentary Credit Specialist will be an added advantage
- Should have at least 08 years of work experience in Trade Operations within a Banking context
- A comprehensive understanding of issuing documentary credits, examining bills drawn under credits and settling bills drawn under letters of credit and related SWIFT correspondence.
- Experience in processing import-related OTTs and managing corresponding communications, including monitoring and approving foreign bank charges
- A fair knowledge of documentary collections, issuance of shipping guarantees and endorsement of Airway Bills
- Well conversant in UCP 600, URC 522 Inco terms 2020, URR 725, Foreign Exchange Act, and Local Import and export control regulations
- Excellent analytical and problem-solving skills with attention to detail
- Strong communication and interpersonal skills
- Excellent team player with a positive attitude

### Remuneration:

---

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are a results-driven Banking professional looking for a challenging and rewarding opportunity, we invite you to apply for the position through our career portal before the deadline provided.

**APPLY NOW**

**Head of Human Resources,  
Pan Asia Banking Corporation PLC, No 450, Galle Road, Colombo 03**