



Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Operations Assistant / Officer – Seylan Red (Millennium Branch)

Job Responsibilities

- Engage in opening Rupee accounts and foreign accounts ensuring all required documentation is thoroughly completed.
- Monitor deposit maturities, obtaining special rates from dealers and ensure seamless completion of all related documentation.
- Monitoring special events and achievements of RED Clients and attend to appreciations.
- Attend to any other work related to Seylan Red Operations along with Relationship Managers & Branch Staff.
- Should be willing to answer customer and branch staff calls during and outside business hours to assist clients and liaise with the card center and call center if needed.

The Person

- Minimum of 3 - 5 years of experience with exposure in Foreign currency transactions and entries.
- Knowledge in handling IIA/FCBU/PFCA/BFCA accounts and SLIPS/CEFTS/RTGS.
- Full or part qualification in banking will be an added advantage.
- Excellent written and verbal communication skills.

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.