



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.

Credit Assistants / Officers – Branch Banking

Job Responsibilities

- Identify and canvass potential facility and deposit clients to the bank.
- Ensure facilities approved/disbursed are in accordance with the delegated authority given in liaison with standard credit procedures of the bank.
- Obtain securities strictly in accordance with the approved LAFs/TEFs following guidelines in CPM and registering these with respective authorities where necessary with no compromise made without the express authority of the approving authority.
- Handle and maintain customer credit files/ensure lodgment of security documents.
- Visit business premises/security offered to ascertain the accuracy of information provided by customers/valuers and report where necessary.
- Review and renew facilities on due dates.
- Revalue securities in accordance with SHO instructions and recommend reduction of limits of facilities/limits if necessary where applicable.
- Ensure expired limits are cancelled and deleted from the system.
- Monitor recovery of credit.
- Follow up of leads from SME - Hub and Relationship Officers.

The Person

- Minimum 3 - 6 years of experience in credit related work.
- Full/part academic or professional qualification in Banking from a recognized university/institution.
- Diploma in Credit Management from a recognized institute.
- A team player with good communication skills in English.
- To gain more exposure, you should be prepared to work in any location within our island wide branch network.
- Be literate in IT with proficiency in Sinhala/Tamil languages.
- Overall knowledge about branch operations.

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

Only the shortlisted candidates will be contacted by Seylan HR.