



Join Our Team as a **BANKING ASSISTANT TRADE OPERATIONS**

Advance your career as an Banking Assistant – Trade Operations at Union Bank and be a part of a dynamic team.

The Job:

- ▶ Processing transactions pertaining to imports, exports, bank guarantees and trade loans.
- ▶ Ensure compliance with internal policies and procedures as well as regulatory requirements.
- ▶ Ensure transactions are processed in adherence to ICC guidelines for international trade requirements.
- ▶ Preparation of reports for internal MIS and Regulatory Reporting purposes
- ▶ Assist with UAT testing work for system enhancements and changes

The Person:

- ▶ Should possess a minimum of 1 year of banking experience in a related area of work
- ▶ Understanding of regulations related to international trade and compliance.
- ▶ Excellent analytical and problem-solving skills
- ▶ Ability to pay attention to work quality, details, and accuracy.
- ▶ Good oral and written communications skills in English
- ▶ Ability to multi-task and work in a challenging environment independently with minimal supervision
- ▶ Full or part qualification in banking or a relevant professional qualification.
- ▶ Prior experience in trade transaction processing will be an added advantage.

Benefits

The right candidate can look forward to a remuneration package inclusive of staff loan benefits at concessionary interest rates and career prospects.

Applications must be forwarded via email to jobs@unionb.com with the names of two non-related referees on or before **16th October 2024**. The email subject line must state **"Banking Assistant – Trade Operations"**. All applications will be treated with strict confidence. Only shortlisted applicants will be notified.

We are an equal opportunity employer

WWW.UNIONB.COM

 **UNION BANK** *Transforming Lives*

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Union Bank of Colombo PLC is a licensed Commercial Bank supervised by the Central Bank of Sri Lanka