Are you driven by ambitious goals for your future?

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.

Associate – Branch Credit

Job responsibilities

- Extract and analyze data from the bank's data warehouse system to prepare accurate and informative management reports.
- Collect, consolidate and review excess approval data from credit hubs to develop reports to be sent out to branches as per management requirements.
- Coordinate with credit hubs, branches and line management to prepare and distribute timely management information reports and dashboards.
- Handle professional correspondence, including preparation of memorandums and communication via email & tele-phone with branch managers, line management and other relevant staff.
- Maintain and update comprehensive records and reports continuously to ensure data accuracy and easy reference for future use.

The Person

- Minimum 1 year of experience in Banking or Financial institution.
- The ideal candidate will need to have Five (05) Credits at GCE Ordinary Level examination including Mathematics and English and Three (03) Passes at GCE Advanced Level examination excluding General English.
- Degree or equal full / part professional qualification in Banking from a recognized university / institution will be an added advantage.
- Excellent command of the English Language (both written and verbal).
- Smart, intelligent and strong personality.
- Technical knowledge in Microsoft Office Package applications.
- Strong analytical and problem-solving skills.
- A team player, with good communication skills in English.

Selected candidates will be offered a Fixed Term Contract of employment with an attractive remuneration package.

SEYLAN