



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team for the following post.

STAFF ASSISTANT/JUNIOR EXECUTIVE - RECOVERIES

Location – Colombo 03

Key Responsibilities:

- Calling write-off arrears customer list & collecting rentals through MBSL Branches.
- Write-off customer handling over the phone.
- Follow up of monthly paying write-off customers.
- Liaise with outsourced company officers and get the maximum write-off collections.
- Provision of relevant write-off information to the outsource agents.
- Release security documents (Original CR/Deed/Permit) to settle Micro (ADC SL) customers and updating deed list.
- Uploading bulk payments for Micro (ADC SL) customers paying through the BOC A/c.
- Issuing settlement and balance confirmation letters to Micro (ADC SL) customers.

Education and Experience:

- G.C.E (A/L) Examination with 3 passes with 01 years' Experience **OR**
- G.C.E (O/L) Examination with 02 years' Experience.
- Part Qualification in relevant discipline is an added advantage.

Remuneration:

Performance based remuneration package will be offered to the right candidate, based on the qualifications and experience

Maximum age limit is 30 years

Closing Date : 24th February 2025

APPLY NOW

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope.



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