



# 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.

## Officer – Digital Commerce (Seylan Pay Merchant/ Seylan API Banking)

### Job Responsibilities

- Acquire new merchants and customers for digital payment channels to drive business growth.
- Assist and manage Regional Officers and Digital Champions in executing merchant acquisition strategies.
- Maintain and support the existing merchant base by providing timely technical assistance and guidance.
- Manage payment reconciliation, settlements, and promptly resolve transaction-related issues.
- Prepare and maintain comprehensive business documents including Business Requirement Documents (BRDs), proposals, agreements, memos, and internal approvals.
- Coordinate with external vendors and partners to ensure seamless integration and collaboration.
- Plan, execute, and monitor marketing campaigns to promote digital products and services.
- Design and develop marketing collateral such as Electronic Direct Mailers (EDMs), brochures, and promotional banners.
- Deliver product training sessions and workshops for internal teams and external stakeholders.
- Conduct User Acceptance Testing (UAT) to ensure product quality and readiness before launch.
- Support ongoing product development by identifying issues and contributing to troubleshooting efforts.
- Retrieve, analyze, and interpret data related to products and channels for performance monitoring.
- Develop and implement dashboards and visual data insights to support strategic decision-making.

### The Person

- Minimum 5 years of experience in Banking or Financial Institution with exposure to Digital Banking.
- Diploma in Digital Banking or equivalent qualification from a recognized professional body will be an added advantage.
- Fully or part qualification in IT.
- Effective communication and interpersonal skills.
- Strong planning, organizing and team building skills

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

Only the shortlisted candidates will be contacted by Seylan HR