



Creating | Evolving | Growing |  Head Office

Trainee Customer Service Assistant (Credit)

Singer Finance (Lanka) PLC, a subsidiary of Singer (Sri Lanka) PLC, incorporated on 19th April 2004 is licensed by the Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No. 42 of 2011. We invite applications for above position at **Head Office**.

Job Profile

- Build and maintain strong relationships with clients and while supporting their financial needs.
- Ensure that all client information and documentation are accurate and up to date.
- Enter invoices into the system and process payments.
- Handle insurance-related tasks for credit facilities.
- Coordinate with necessary departments to ensure excellent customer service.

Candidate Profile

- Ideal Candidate should be between 20-24 years.
- Knowledge of financial statement analysis.
- GCE (A/L) and GCE (O/L) qualifications, with credit passes in English Language and Mathematics.
- A diploma or higher educational qualification in credit management or management.
- A dynamic and result-oriented individual with excellent communication and interpersonal skills.
- Fluency in English/Tamil and Sinhala is essential.

The above position comes with an attractive remuneration package, including fringe benefits stipulated by Singer Group. Please send your resume via an email to **hrsfl@singersl.com** with contact details of two non related referees within 14 days of this advertisement. Please indicate the post applied, in your email subject.

