

# Junior Executive

SDB Bank, a licensed specialized bank regulated by the Central Bank of Sri Lanka with a network of 94 branches across the island. We've transformed into a progressive and innovative institution, ranked among the top banks in Sri Lanka. At SDB Bank, we are committed to making a tangible impact at all levels, driving socio-economic progress by fostering strong community connections. Become a part of our journey and contribute to shaping a brighter future for Sri Lanka.

## Position Overview:

This position is responsible for providing general assistance in various branch functions, including account opening support and pawning transactions, and also efficiently and accurately handling cash transactions and customer service counter operations while maintaining a high level of customer satisfaction. Key responsibilities include receiving deposits, processing withdrawals, and supporting account-related services, ensuring compliance with internal controls and regulatory guidelines. The role also involves canvassing new pawning clients through active marketing efforts to expand the branch's quality pawning portfolio, assaying the quality of pawned articles to ensure proper valuation and control, and cross-selling other bank products to clients within the pawning customer base.

**Vacancies are available at Vavuniya Branch and Mannar Branch**

## Candidate Profile:

Or

- Minimum of one-year service in the grade of Banking Associate with the qualification in IABF (Old syllabus) or DBF (New syllabus) or diploma (Min one-year course) in a recognized institution.
- Strong proficiency in Sinhala, Tamil and English Languages
- Strong analytical skills and negotiation skills
- IT Literacy
- Should be a good team player
- Strong understanding of banking products
- Excellent communication and interpersonal skills with clear sales focus
- Strong people management, leadership skills and ability to influence
- Good knowledge of regulatory and general banking policies/procedures

An attractive remuneration package commensurate with experience and fringe benefits on par with the industry standards is available for the right person. Interested candidates are invited to submit their curriculum vitae within 14 days of this advertisement to [careers@sdb.lk](mailto:careers@sdb.lk)mentioning the position in the subject line of the email. Kindly note that only shortlisted candidates will be contacted.