



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.

Executive - Collections

Job Responsibilities

- Proactively develop and refine MIS reports to monitor trends and provide management with insightful reports supported by predictive analysis.
- Conduct specialized training programs for the tele-calling team to achieve predefined recovery targets and improve recovery performance.
- Act as the authorized officer for managing internal staff records such as confirmations, renewals, promotions, and related documentation.
- Prepare incentive payouts, utility cost, overtime and other allowances for the department and manage departmental overheads under the supervision of the Manager.
- Assist and coordinate with other departments such as HR, IT, and relevant stakeholders, maintaining required data and documentation for audit purposes.

The Person

- Minimum of 6 – 7 years' of experience in Banking or Finance.
- Full or part qualification in Banking or any other related qualification from a reputed professional body.
- Highly motivated self-starter with ability to multitask and complete assignments within time constraints and deadlines.
- Proficiency in MS Excel with strong analytical skills.
- Knowledge of Kapiti, Euronet, Sky Bank systems and branch banking practice.
- Excellent communication and interpersonal skills
- Strong leadership skills, coordination and team building skills.

If you fulfill the above criteria, we invite you to email your cv along with a recent photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.