



JUNIOR EXECUTIVE - CREDIT ADMIN DEPARTMENT

We are a dynamic and fast-growing finance company, which is a subsidiary of Bank of Ceylon, committed to delivery innovative financial solution to individuals and business. Join our dynamic team and be a part of a leading financial institution. We are inviting applications from suitably qualified and self-motivated candidates for the position of Junior Executive attached to the Credit Admin Department.

Key Responsibilities:

- Disbursement of Lease / Auto Loan facilities on a timely manner.
- Ensure the disbursements are in line with DA & Compliance parameters
- Ensure technical accuracy of all credit proposals routed through the approval Workflow, Verify that all mandatory documents, system entries, and validations Comply with approved guidelines.
- Lodgment Security Files of Leasing, Auto Loan above LKR 2.5 Mn
- Accepting CRs & other documents received from suppliers & proper dispatching of the same after disbursement

Requirements :

- G.C.E. (A/L) Examination with minimum 01 years' of relevant experience or
- Pass G.C.E. (O/L) Examination with minimum 02 years of relevant experience
- Prior experience in office documentation, or banking operations will be an added advantage
- Good computer literacy
- Strong organizational and record-keeping skills
- Courteous, disciplined, and professional attitude
- Ability to handle confidential documents responsibly

SEND HERE

Applicants are advised to indicate the Position applied for in the subject line of the email. Please send your detailed resume along with the names of two non-related referees within 14 days of this advertisement to the following email address.

Eg: **Junior Executive - Credit Admin Department.**



careers.mbsl@mbslbank.com

Deadline: 10th of April 2026

Note: Selection will be purely on merit. Any form of canvassing will result in disqualification. Only shortlisted candidates will be contacted.

