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Certified

SEP 2025-SEP 2028

LKA

BE PART OF OUR

GROWTH STORY

BANKING ASSISTANT RPP: RETAIL ASSETS



You should ideally:

- possess minimum of 3 years of experience in the relevant field
- possess full or partial qualifications acceptable to the Bank
- have hands-on experience in MS Office packages and possess strong communication skill
- have a high level of accuracy, strong attention to detail, and the ability to meet deadlines
- be able to work effectively in a team-oriented environment

You will be mainly responsible for:

- assisting product managers in supporting Retail Asset products, including coordinating product launches, enhancements, and updates
- preparing, updating, and maintaining product documents, reports, MIS, and internal communications related to Retail Asset products
- supporting day-to-day centralized operations of Retail Asset products to ensure timely, accurate, and efficient processing
- collecting, compiling, and updating product-related data and MIS in line with team and management requirements
- coordinating with internal stakeholders such as branches, operations, credit, and marketing teams to ensure smooth execution of product initiatives and processes

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique. Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the position applied for mentioned in the subject line, within 7 days of this advertisement.

Chief Human Resources Officer
DFCC Bank PLC 73/5,
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