



Are you driven by ambitious goals for your future?

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.

Coordinator - Recoveries

Job Responsibilities

- Preparation of month end reports (Provisions / Collections / Write down etc.)
- Liaise with outsourced companies and monitor their performance on card recoveries.
- Manage files and system reports.
- Answer daily inquiries and handle customers.
- Reschedule accounts as needed.
- Automate letter arrangements using Digi scan.
- Reactivation of cards as required.

The Person

- Minimum 1 year of experience in banking or a financial institution.
- The ideal candidate will need Five (05) Credits at GCE Ordinary Level examination including Mathematics and English and Four (04) Passes at GCE Advanced Level examination including General English.
- Smart, intelligent and with a pleasing personality.
- You should be a team player, with good communication skills in English.
- Be literate in IT with proficiency in English /Tamil languages.

Selected candidates will be offered a Fixed Term Contract of employment with an attractive remuneration package.

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

Only the shortlisted candidates will be contacted by Seylan HR.

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