



# 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.

## Operations Assistant / Officer – Seylan Red (Millennium Branch)

### Job Responsibilities

- Engage in opening Rupee accounts and foreign accounts ensuring all required documentation is thoroughly completed.
- Monitor deposit maturities, obtaining special rates from dealers and ensure seamless completion of all related documentation.
- Monitoring special events and achievements of RED Clients and attend to appreciations.
- Attend to any other work related to Seylan Red Operations along with Relationship Managers & Branch Staff.
- Should be willing to answer customer and branch staff calls during and outside business hours to assist clients and liaise with the card center and call center if needed.

### The Person

- Minimum of 3 - 5 years of experience with exposure in Foreign currency transactions and entries.
- Knowledge in handling IIA/FCBU/PFCA/BFCA accounts and SLIPS/CEFTS/RTGS.
- Full or part qualification in banking will be an added advantage.
- Excellent written and verbal communication skills.

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

Only the shortlisted candidates will be contacted by Seylan HR.