

# “Join the best for a Journey of Excellence”

We are one of the leading Non-Banking Finance Companies in Sri Lanka and a limited liability Company listed on the Main Board of the Colombo Stock Exchange (CSE). We have achieved excellence in market penetration, top and bottom line growth and brand recognition in the Sri Lankan non-banking financial sector.

We are adding to our diverse team of experts and looking for a self-motivated dynamic individual to join our team.

## Staff Assistant

### Role role

The Job holder is responsible to work closely with the Manager Branch Regulatory Support CDD to remediate a client data base where remediation is required to complete the missing CDD details.

- ☐ Work together with the team to support the branch network to remediate client codes by ensuring the daily targets are met.
- ☐ Job holder is required to collaborate with other team members to complete the project within the given time lines.

### Key Responsibilities:

- ☐ Assist/support the Manager Branch Regulatory Support CDD to achieve the daily target.
- ☐ Ensure Customer Due Diligence (CDD) is executed as per business and regulatory requirements.
- ☐ Ensure accuracy when editing client codes.
- ☐ Ensure strict adherence to the guidelines.
- ☐ Ensure daily target is achieved.

### Our ideal candidate should

- ☐ School leavers with G.C.E O/L and G.C.E A/Ls.
- ☐ Ability to work in a team
- ☐ Ability to absorb work load.
- ☐ High level of Integrity, dedication and the accuracy of work would be key priority.

**An attractive remuneration package is on offer for the selected candidate.**

Please send your resume stating the position applied on the subject line of e-mail with details of two non-related referees within 7 days of this advertisement.

[application@topjobs.lk](mailto:application@topjobs.lk)