



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team for the following post.

STAFF ASSISTANT - BRANCH OPERATIONS

Location – Colombo 03

Key Responsibilities:

- Carry out branch inspection and analyze to ensure that branch operations are done in accordance with the process, procedures and guidelines.
- Issue detailed report of the branch inspections and arrange the branch meetings to discuss the observations.
- Prepare and arrange the branch communications based on the branch meetings with the corrective actions.
- Monitor the systems customer sub system and ensure that no duplicated customer numbers (CIF are available and cleansed the data base for accuracy and completeness.
- Supervise and monitor the Temporary Receipt (TR) books movement ensuring the compliance in handling the TR in the branches and maintain the dash board accurately.
- Follow up and monitor the branch operations to facilitate the minimizations of the audit issues.

Education and Experience:

- G.C.E (A/L) Examination with 3 passes **OR**
- G.C.E (O/L) Examination preferably with 5 Credit Passes & 01 year Experience.

Remuneration:

Performance based remuneration package will be offered to the right candidate, based on the qualifications and experience

Maximum age limit is 30 years

Closing Date : 10th February 2025

APPLY NOW

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope.



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