

JOIN THE BANK FOR EVERYONE



Marketing Coordinator - Marketing Department

Ideal candidate should;

- have passed the GCE O/L with credit passes for English and Mathematics and 3 passes at GCE A/L for the main subjects (excluding General English)
- 02 years' experience in Banking/Finance with relevant exposure to marketing
- full / part qualification in accounting will be a definite advantage
- possess good planning and negotiation skills
- have good communication skills and interpersonal skills

Your main responsibilities will be;

- accountable for marketing department related payments
- collecting invoices from the suppliers, obtaining the required approvals and processing the final payments
- maintain overall marketing expenses vis a vis the budget and advising the team on the budget status before initiating campaigns
- ensuring all the marketing related payments are done as per the given guidelines / standards and maintaining the relevant documentation
- support the marketing unit in business-related initiatives
- coordinate with the media agency on media buying and processing related payments.
- compiling the marketing related materials such as newspaper advertisements and transmission lists which are related to invoices

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are offered for the chosen candidate.

As a bank, we are an equal opportunity employer, committed to promoting an inclusive environment and diverse environment. Recruitment to the Bank is based solely on merit and competency for the job role 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 <https://dfccjobportal.peopleshr.com> by filling the online application form and submit same on or before 06 October 2022

Senior Vice President (Human Resources)
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IFSB Rating: A+ (S&P), ICRA Lanka Rating [SL] A+, Licensed Commercial Bank supervised by CBSL.

