



Pan Asia Bank, The Truly Sri Lankan bank, with over twenty-seven years of presence in the Banking Industry is on an ambitious growth trajectory.

The Truly Sri Lankan Bank, recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards, Runner-up Award for the Banking sector and the Merit Award for Corporate Governance categories. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also selected by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka.

We are looking to handpick a dynamic, results-oriented and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization.

EXECUTIVE – RECOVERIES

(Recoveries Department)

The Job:

- Coordinate with Court Officers to serve summons and notices to defendants through the Fiscal in timely manner to expedite litigation process
- Coordinate with Court Registrar and Officers in order to arrange execution of writ and represent the Bank
- Examine case records and obtain journal entries and proceedings, check Land Registry / ROC records and obtain necessary copies
- Attend to local authority work under special circumstances
- Coordinate with the staff for legal procedures and preparation of legal documents to file legal action within the legal parameters

The Person:

- Be below 35years of age
- Minimum 03 years of experience in a similar job role
- Thorough knowledge and experience in the processes involved in Litigation
- Good understanding of elements of the legal framework relevant to the job
- Academic qualification in Law related to Banking
- Excellent negotiating, planning and prioritizing skills
- Both written and oral communication skills in English and Sinhala languages

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standard and will be **placed in an appropriate grade based on the level of competencies and experience.**

Please forward your resume within 07 days of this advertisement, stating contact details of two non-related referees, to careers@pabcbank.com indicating the position applied for in the "Subject" line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.