



Are you driven by ambitious goals for your future?

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.

Card Operations Assistant

Job Responsibilities

- Execute system entries and update.
- Process daily transactions accurately.
- Perform voucher bundling, lodging and archiving.
- Maintain accurate records of other bank-retained cards.
- Input retained card details into the online system.

The Person

- Minimum 1 - 2 years of experience in Banking or Financial institution.
- The ideal candidate will need Five (05) Credits at GCE Ordinary Level examination including Mathematics and English and Three (03) Passes at GCE Advanced Level examination excluding General English.
- Degree or equal full / part professional qualification in Banking from a recognized university / institution will be an added advantage.
- Smart, intelligent and with a pleasing personality.
- A team player, with good communication skills in English.
- General IT with proficiency.

Selected candidates will be offered a Fixed Term Contract of employment with an attractive remuneration package.

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

Only the shortlisted candidates will be contacted by Seylan HR.