



# Growth is a mindset. Ready to nurture yours?

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.

## Relationship Operations Officer – Corporate Banking

### Job Responsibilities

- Handle credit operations within the parameters, for the clients in the portfolio of the respective team.
- Ensure timely and accurate preparation/dispatch of security documentation, obtaining duly completed documentation, execution of mortgages, implementation of limits accurately, proper verification of limits and outstanding prior to processing transactions etc.
- Minimize audit queries by ensuring adherence to Bank's internal policies.
- Accurate processing of daily customer transactions such as Real Time Gross Settlements, Telegraphic Transfer payments, Letter of Credit establishments, Bill settlements, disbursement of loans, recovery of loans etc. and raising the necessary approvals to process same.
- Comply with Credit Policy Manual / Circular guidelines.
- Monitor excesses, over dues, watch list etc.
- Timely collection of customer financial statements and other documents required for reviews.
- Preparation of month-end data and checking of Dash Board numbers to review monthly performance.

### The Person

- A minimum of 5 years of experience out of which 3 years in Operations.
- A full or part qualification in Banking / Finance.
- Sound knowledge in MS Office and should be of analytical mind with flair for numbers.
- Excellent communication and interpersonal skills.

If you fulfill the above criteria, we invite you to email your cv along with a recent photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.