



## Ready to take the next step in leadership?

At Seylan, every role carries the responsibility to move forward. This opportunity focuses on building capability, making sound decisions, and strengthening outcomes through people.

### Executive Officer – Card Centre (Recoveries and Litigation Support)

#### Job Responsibilities

- Handle customer inquiries related to recovery proceedings and negotiate amicable settlements when needed, involving communication with panel lawyers and internal teams on legal matters.
- Prepare and review case files and related documents for accuracy and completeness.
- Manage payment invoices issued by panel lawyers, ensuring proper processing.
- Attend court hearings as required to support legal proceedings.
- Maintain the Legal Master File, organizing all essential case documents.
- Contact and negotiate with defaulting clients after litigation has started to manage case progress.
- Visit or contact recovery agencies regularly and monitor their performance for debt or asset recovery.
- Prepare documents and make routine visits to the Mediation Board for dispute resolution.
- Ensure recovery operations run smoothly and are not restricted to only bank working hours.

#### The Person

- A minimum of 5 - 6 years of experience in banking with 3 years of exposure in recoveries.
- Full or part completion of a Bachelor's degree in banking / finance or equivalent qualification from a recognized professional body.
- Partial completion of a Law degree or relevant legal studies will be an added advantage.
- Strong communication, leadership, coordination and team building skills.
- Ability to pay attention to work quality, details and accuracy.
- Ability to communicate at all levels of the organization both internally and externally

If you fulfill the above criteria, we invite you to email your CV along with a recently taken 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.

Embrace courage. Unlock greatness.

