



Ready to grow from learning to leading?

At Seylan, ambition grows through experience. This role allows you to learn the work, power through challenges, and contribute meaningfully as you turn learning into capability.

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 RTGS, TT payments, LC establishments, Bill settlements, disbursement of loans, recovery of loans etc. and raising the necessary approvals to process same.
- Comply with CPM / 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 recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

Embrace courage. Unlock greatness.

