



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.

Senior Banking Associate / Banking Associate – Talent Development

Job Responsibilities

- Coordinate and arrange internal and external training programs, aligned with quality standards and competency development needs.
- Coordinate and arrange foreign training programs liaising with international training providers and relevant stakeholders, administering nominations and logistical arrangements and conducting post-training follow-up to evaluate effectiveness.
- Conduct AI-enabled online assessments and video interviews in accordance with established standards and procedures.
- Maintain the Learning Management System (LMS), and coordinate with vendors on system development ensuring the timely updating of learning content, program, participant information and other relevant records.
- Prepare, generate and maintain Management Information System (MIS) reports relating to training and talent development activities, providing accurate and timely information to related parties.
- Implement, coordinate, and maintain e- library including digital learning resources such as e-books, e-magazines, online journals, and other digital learning materials
- Design and develop Electronic Direct Mails (EDMs), e-Training calendar, Quarterly E-magazine and other internal communication materials using the state-of-the-art digital tools.
- Willingness to travel to outstation and Suburban locations to coordinate and oversee on-site training arrangements and ability to work beyond working hours including weekends.
- Ensure timely delivery in accordance with defined Service Level Agreements (SLAs), including the accurate and timely processing of all related payments
- Complete any other tasks assigned by HR department and Talent Development Centre

The Person

- Minimum 1 - 2 years of experience in Human Resources.
- Full or part professional qualification in Human Resource Management or equal qualification from a recognized university or a reputed professional body.
- Strong coordination, stakeholder engagement, multitasking and prioritization skills.
- Strong analytical and reasoning skills, with a creative and innovative mindset and a high level of attention to detail.
- Accuracy, methodical approach, and strong organizational skills.
- Proficiency in Microsoft Office applications, Power BI, Excel, Latest designing tools.
- Excellent verbal and written communication skills, with strong presentation skills is an added advantage.
- Experience in LMS and passion for exceptional service.
- Experience in Banking will be an added advantage.

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.

