

ELEVATE YOUR SPIRIT
**GROW YOUR
CAREER**

JUNIOR EXECUTIVE

CORPORATE BRANCH

JOB RESPONSIBILITIES

- Carry out all branch operations including cash operation, account opening, in compliance with all internal & external operating policies, set procedures and regulations
- Closely monitor Account Opening documents and submit the same to Centralized Account Maintenance Department within the SLAs
- Responsible for Maintain Zero Pending mandates at the branch
- Closely monitor customer service provided by the operations staff
- Be responsible in system and document authorization as the Branch Operations Officer
- Support the Branch Manager in administering the branch operations to contribute towards overall sales & profit objectives of the branch
- Ensure superior service standards across all business and operational activities of the branch while supporting the business delivery
- Coordinate and support branch-level marketing campaigns to canvass in business and expand the customer base
- Provide necessary trainings for the junior and new staff members of the branch

EXPERIENCE & QUALIFICATIONS

- Full or part professional qualification from a recognized institute
- Minimum 3 years of experience in Banking / Financial sector, with overall exposure to branch operations
- Fair knowledge in Credit operations would be advantageous
- High level of computer literacy
- Should possess a good marketing mindset
- Excellent communication, interpersonal and customer service skills

Interested candidates are invited to forward their CVs to **career@cargillsbank.com** mentioning the post applied for, in the subject line of the email on or before **27th August 2026**.

Head of Human Resources

Cargills Bank PLC,

No. 696, Galle Road, Colombo 03. Tel. 011 7 640 640



Fitch Rating A(Ika)

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Cargills Bank PLC is a licensed commercial bank supervised by the Central Bank of Sri Lanka

