



namal
NATIONAL ASSET MANAGEMENT LTD

If you can help
them manage their assets,
**you are
an asset to us.**

Established
in 1991, NAMAL is
Sri Lanka's pioneering
Asset Management Company
managing Unit Trusts and institutional
portfolios. Our mission is to deliver strong fund
performance across diverse asset classes investing in equity
and fixed income. NAMAL is a subsidiary of Union Bank of Colombo PLC in
association with DFCC Bank PLC

Junior Executive - Customer Services

We seek a pleasant service-oriented individual for the above position. The selected candidate will be responsible in handling and providing quality customer experience to our valued clients.

Duties and Responsibilities

- Attend to customer inquiries and queries.
- Process and complete Application for investments, redemptions and other correspondence.
- Coordinate with Operations Department on all matters regarding customer on-boarding.

Candidate Profile

- Previous exposure in Customer Service in Finance or Banking.
- School leavers are encouraged to apply.
- Good command of English.
- Excellent interpersonal and communication skills.
- Strong communication, relationship-building and organizational skills.
- Ability to build, foster and maintain positive professional relationships.
- Devotion and passion for high quality customer service.
- Previous experience in customer service in Banking/Finance is advantages.

Interested candidates should forward their detailed curriculum vitae with contact details of two non-related referees to careers@namal.lk indicating the position in the subject line within 7 days of this advertisement.