



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team for the following post.

Staff Assistant - Recoveries

The Individual should..

- Provide Continuous follow up of the customers for their due payments and collect the arrears amounts and take necessary strategies such as repayment plans/rescheduling of facilities or steps to avoid the facilities hard coded in non-performing category.
- Take appropriate and timely recovery actions to move the performing portfolio towards lesser arrears position and take timely actions to minimize losses and maximize recoveries of the assigned portfolio.
- Make calls, follow -up customer correspondence (reminder letters, notice of terminations) on stipulated dates as per the recovery procedure and send other client/guarantor correspondence for effective monitoring purposes.
- Visit respective customers on a regular basis in order to monitor recovery status of the branches and to visit customers /guarantor when the contract goes in to more than 2 months in arrears and /or as and when required and take appropriate actions to regularize the contract.
- Facilitate to the defaulted customers in terms of negotiations with the recovery officials of the Head office in order to restart payments.
- Support to accelerate litigation process by coordinating with relevant branch staff.
- Strategic approach on recovering non-performing portfolio

Education and Experience:

- G C E (O/L) Examination preferably with 5 credit Passes **OR**
- G C E (A/L) Examination with 3 passes
- Minimum 1 year of experience is an added advantage.

Age: Below 30 years

Remuneration:

Performance based remuneration package will be offered to the right candidates, based on the qualifications and experience.

Closing Date: 21st September 2024

APPLY NOW

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope.



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