

Job Advert Details

Some careers have more impact than others.

If you are looking for a role where you can continue to make an impression, take the next step at HSBC where your contributions will always be valued.

In Wealth and Personal Banking, we serve 41 million customers globally, including 6.7 million who are international, from retail customers to ultra-high net worth individuals and their families. We help our customers to take care of their day-to-day finances and to manage, protect and grow their wealth. Our international network and breadth of expertise enable us to deliver on HSBC's purpose of opening up a world of opportunity by providing our customers with borderless banking and world-class wealth management through best-in-class, mobile-first capabilities, and exceptional people. Our key areas of operations include Retail Banking and Wealth Management, Asset Management, Global Private Banking, Insurance, and Chief Operating Office.

We are currently seeking dynamic individuals to join our team in the role of Banking Associate.

Principal responsibilities

- Support the branch in all operational tasks.
- Act in liaison with internal departments/ other branches to meet customers' needs and requirements.
- Actively assist to bring in new customers and maintain profitable portfolio.
- Ensure that sales & operations are undertaken in accordance with Functional Instruction Manual (FIM) and credit policy manuals appropriating lending guidelines.
- Apply knowledge on compliance & controls and exchange control regulations to safeguard the bank from potential losses.
- Cross sell banks personal banking products and services including digital banking.
- Ensure end to end follow up on requests to provide delightful customer experience.
- Accept cash deposits and withdrawals and accurate cash handling.

Requirements

- Applicable for Sri Lankan nationals only.
- Be willing to work at any location in the Branch network.
- Excellent communication skills (written and spoken), interpersonal skills.
- Maintain high level of accuracy and efficiency in tasks undertaken.
- Lead by example and ensure discipline/professionalism at all times.
- Be sincere and take responsibility for your actions.
- Have a positive 'can do' attitude in all you do.
- Be detail oriented and organized.
- Be able to work independently and under pressure.

Interviews will be scheduled within two days from Cut-off Date of the advertisement. In the event you are shortlisted you will be informed via e-mail on the same.

When applying please submit a full resume.

You will achieve more at HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working, and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.