

# BUILD YOUR **CAREER** WITH CARGILLS BANK

## Executive – Chilaw Branch

### KEY RESPONSIBILITIES

- ✓ Closely monitor and supervise the branch cash operation, vault and storage of security documents ensuring compliance with all internal & external operating policies, set procedures and regulations
- ✓ Be responsible in system and document authorization as the Branch Operations Officer
- ✓ Support the Branch Manager in administrating 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
- ✓ 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](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **30<sup>th</sup> April 2025**.

**Head of Human Resources**  
**Cargills Bank PLC**  
**No. 696, Galle Road, Colombo 03.**