



Senior Banking Assistant

Resourcing - Human Resources Department

DO YOU EMBRACE
PERSEVERANCE, DISPLAY
RESILIENCE, AND BELIEVE THAT
COLLECTIVELY

we can foster growth and progress together?



You should ideally,

- possess at least 4 years experience in banking preferably with exposure to Human Resource Management.
- have good planning and organizing skills and the ability to meet requisite deadlines
- have a good knowledge of MS Office applications
- possess excellent interpersonal skills
- possess excellent oral and written communication skills in English

You will be responsible for,

- ensuring that the junior level resourcing is done as per the laid down procedures of the Bank whilst adhering to the CBSL / Compliance guidelines
- supporting in the outsourced recruitments
- supporting all other day to day activities in the resourcing unit/HR department.
- maintaining the relevant personal files

A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique.

Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by 20th April 2024.

Chief Human Resource Officer,
DFCC Bank PLC,
73/5 Galle Road,
Colombo 03
website - www.dfcc.lk