



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 posts.

**Gold Loan Department**  
**Head office Situated in Colombo -03**

**Junior Executive -Gold Loan**

**Job Profile**

- Visit branches and carry out Article verification and prepare a report to the branches.
- Monitor the Branch performance.
- Adhere to all policies and procedures of the company and assigned duties and responsibilities by the Management.
- Arrange and conduct the necessary training on IT system and processes to enable them to perform their job appropriately.
- Actively participate in Marketing campaigns and coordination branches and the Marketing department to do the required campaigns.
- Support doing the auction at Head Office Gold Loan department adhering all guidelines.

**Qualifications & Experience**

- G.C.E (A/L) examination with 3 passes with 01 year experience **OR**
- G.C.E (O/L) examination with 02 years' experience.
- Part Qualification in relevant discipline is an added advantage.

Age below 30 years

**Executive - Gold Loan**

**Job Profile**

- Collecting and maintain daily/weekly and monthly reports relevant to Gold Loan operation.
- Daily update the Gold Price.
- Follow up and coordinate with branches and divisions to execute the marketing and promotional activities.
- Ensure the market value of total Gold Loan portfolio is properly covered with the appropriate insurance coverage regularly.
- Arrange necessary documents, reports and approvals for auction proceeds when mandatory.
- Preparing memos to the Management when necessary.
- Maintain effective interdepartmental communication in order to execute functions of the division.
- Preparing a branch wise performance report on daily basis.
- Preparing board papers to Board of Directors when requires.
- Assist to obtain the pawning license from the relevant authority for the new branches and timely renewals for existing branches when necessary.
- Train new Gold Loan staff members on IT system and gold loan product to enable them to perform their job in an appropriate manner.

**Qualifications & Experience**

- G.C.E (A/L) examination with 3 passes with 02 years' experience. **OR**
- G.C.E (O/L) examination with 03 years' experience.
- Part Qualification in relevant discipline is an added advantage.

**AGE:**

Below 35 Years

**Remuneration:**

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

**How to Apply:**

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left-hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancies will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

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