

Job Advert Details

Some careers have more impact than others.

If you're 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.

HSBC Commercial Banking serves millions of businesses ranging from small, to large corporates, providing commercial customers with a full range of banking services including Global Trade Solutions, RMB solutions, multi-currency business accounts, payments and cash management, and wealth management and insurance, as well as a comprehensive range of financing solutions. With dedicated Relationship Managers and Product Specialists providing local support and advice in over 60 countries and territories, HSBC helps connect customers to opportunities.

Global Trade Solutions (GTS) comprises over 4,000 people across more than 60 countries, helping suppliers and buyers with their export and import finance needs. Trade is where HSBC began in 1865, when we financed commerce between Europe, North America and Asia.

We are currently seeking an experienced professional to join our team in the role of Support Services Officer.

Principal Responsibilities

- Prepare local, Regulatory and Head Office submissions for Global Trade Solutions (GTS) Sri Lanka.
- Handle all client requests and timely delivery of such requests.
- Support Regional and local audits with necessary information requests and clarifications.
- Responsible for all customer maintenance in HUB Import Export (HIE) system.
- Support Manager Business Management with ad hoc data requests.
- Support Manager Business Management with ad hoc projects.

Requirements

- Applicable for Sri Lankan nationals only.
- Sound awareness of regulatory environment especially on International Trade.
- Able to filter and prioritize multiple demands, resolve conflicts, develop consensus, attention to details, work independently and under pressure within tough timelines.
- Proven problem-solving skill with ability to consider alternative and innovative solutions.
- Ability to work collectively to deliver goals.

When applying, please submit a full resume. In the event you are shortlisted, please note that interviews will be scheduled within a day from cutoff date.

Hiring Manager: Asanka Abeyasinghe

You'll 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.