

WE ARE HIRING

Branch Head of Operations

Location : Island wide

For over six decades, Mercantile Investments has been a leading name in Sri Lanka's financial services industry, earning trust through innovation, stability, and customer-centric solutions.

With a nationwide presence of 92 branches, we are committed to empowering individuals and businesses with comprehensive financial solutions. Now, we're looking for dynamic professionals join our team and contribute to our legacy of excellence.



Key Responsibilities :

- Perform general administrative tasks at the branch level, including the safekeeping and handling of keys for gold and cash safes.
- Oversee the administrative functions of the Gold Unit, ensuring proper dual control and ticket approval processes.
- Manage cashier dual control functions to ensure secure and accurate cash handling.
- Handle credit operations, including documentation, verification, and compliance with procedures.
- Ensure effective audit controls and branch housekeeping in coordination with the Branch Manager.
- Coordinate with Head Office units and provide support in addressing operational queries.
- Provide administrative support across all business lines within the branch to ensure smooth and efficient operations.
- Assist the Branch Manager in business activities, including marketing campaigns, recovery-related tasks, CSR initiatives, and employee welfare programs.

Eligibility / Requirements :

- Full or part qualification in a recognized professional body such as CA Sri Lanka, CIMA, or AAT.
- A Bachelor's degree in Business Management, Accounting, or a related field will be an added advantage.
- Minimum of 5 years' experience in a similar role in the banking, NBFi, or a related sector.

Apply Now!

 **No. 236, Galle Road, Colombo 03.**

 **0112 336 303**

 **careers@mi.com.lk**