

# FD & SAVINGS OFFICERS



## Staff Assistant/ Junior Executive/ Executive grades.

Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for motivated and customer focused individuals to join our team for the above post.

### Key Responsibilities

- Promote Fixed Deposit (FD) and savings products.
- Acquire new customers and manage existing portfolio.
- Maintain accuracy and completeness of documentation while ensuring timely processing of payments.
- Handle customer complaints professionally and resolve them promptly.
- Provide exceptional customer service to enhance client satisfaction.
- Achieve assigned monthly targets in line with departmental goals.



### What we are looking for,

#### Minimum Criteria

- GCE (A/L) Examination with 1 year relevant experience OR GCE (O/L) Examination with 2 years' relevant experience.
- Degree / Post-graduate qualification will be an added advantage.
- Possess excellent interpersonal and communication skills.
- Target oriented with a positive attitude.
- Knowledge of current market conditions and competitors.
- Maintains a high level of integrity and professionalism, and collaborates effectively with others to advance shared organizational priorities.
- Ability to work independently and as part of the team.

### Send Your Resume :

Please indicate the position applied for (**Example: Junior Executive - FD & Savings Officer**) in the subject line of your email and send your detailed resume with two non-related referees within 14 days to:

[careers.mbsl@mbslbank.com](mailto:careers.mbsl@mbslbank.com)

Deadline: 16th Feb 2026