

BUILD YOUR CAREER WITH CARGILLS BANK



Banking Assistant / Senior Banking Assistant Trade Services

KEY RESPONSIBILITIES

- Scrutinizing of Trade documents / application with accuracy, completeness, terms & conditions
- Ensure daily transactions are processed accurately and meet the set service level standards
- Strict adherence to bank's controls by complying to internal / external policies and practices related to Documentary Credits / Documentary Collections / Advance Payments / Open accounts / Bank Guarantees etc.
- Identify potential business opportunities for Trade and other products
- Provide excellent service to both internal and external customers

EXPERIENCE & QUALIFICATIONS

- Minimum 2 years of experience in a reputed commercial bank, preferably with exposure to Documentary Credits / Documentary Collections / Bank Guarantee processing
- Comprehensive knowledge in of UCP 600 / URC 522 / URR 725 / URDG 758
- Thorough knowledge of Trade related products
- High level of computer literacy (MS Office)
- Excellent verbal, written communication and organization skills

Interested candidates are invited to send their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before 20th August 2020

Head of Human Resources
Cargills Bank Limited
No. 696, Galle Road, Colombo 03.
Email: career@cargillsbank.com

Log in to: www.cargillsbank.com

 **CargillsBank**
BANKING ON THE HUMAN SPIRIT