

BUILD YOUR CAREER WITH CARGILLS BANK



Trainee Banking Assistants - Call Center

KEY RESPONSIBILITIES

- Respond to call / email queries of the customers within established time lines whilst assuring the service quality, exceeding the expectations of all stake holders
- Provide required information on Cargills Bank products & services to customers upon request
- Promoting up-selling / cross selling of Bank's products and contribute towards the revenue growth of the department
- Gather internal / external information for research purposes while assuring the confidentiality
- Effectively manage / resolve customer complaints

EXPERIENCE & QUALIFICATIONS

- Pass in G.C.E. O/L with "A or B" passes for English and Mathematics
- Minimum three passes for **G.C.E. A/L** excluding General English
- A good command in English and Sinhala/Tamil. A third language would be a distinct advantage
- Proficiency in computer literacy
- Should be a vibrant personality with positive attitudes
- Should be a team player
- Be flexible to work in night shifts
- School leavers with excellent communication skills are encouraged to apply

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 **16th 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