



## Banking Assistant Premises & Administrative Services

DO YOU EMBRACE  
PERSEVERANCE, DISPLAY  
RESILIENCE, AND BELIEVE THAT  
COLLECTIVELY

*we can foster growth and progress together?*



You should ideally,

- possess at least 2-3 years' experience in Premises, Engineering or administrative function
- possess part qualification in Banking will be an added advantage
- have knowledge in CAD drawings will be a definite advantage
- have excellent interpersonal skills
- have fair communication skills

You will be mainly responsible for;

- assisting Manager – Premises in project coordination, complaint resolution & IT support
- ensuring timely completion of tasks and efficient vendor coordination
- addressing general maintenance related issues
- adhering to service level agreements of the bank

Candidates should preferably have exposure in all above mentioned areas, however exposure in any one of the mentioned areas will also be considered for selection.

*A competitive remuneration package and other fringe benefits as well as structured career advancement opportunities and extensive training are on offer for the chosen candidate.*

*We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency. Any form of canvassing is discouraged.*

*Correspondence will only be with the short-listed candidates.*

*Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to [recruit@dfccb.com](mailto:recruit@dfccb.com) with the post applied for in the subject By 17<sup>th</sup> January, 2025.*

*Chief Human Resource Officer DFCC Bank PLC,  
73/5, Galle Road, Colombo 03*