



# Some careers grow faster than others.

## Junior Banking Assistant/Banking Associate, Sri Lanka

If you're looking for a career that will give you plenty of opportunities to develop, join HSBC and your future will be rich with potential. Whether you want a career that could take you to the top, or simply take you in an exciting new direction, HSBC offers opportunities, support and rewards that will take you further.

Retail Banking and Wealth Management serves more than 50 million customers worldwide with a complete range of banking and wealth management services to enable them to manage their finances and protect and build their financial futures. It is a global business that brings together management responsibility for Retail Banking, Wealth Management, Insurance and Asset Management with a focus on customer-centric propositions and innovative and efficient distribution channels.

We are currently seeking individuals to join our Branch Network in the role of **Junior Banking Assistant/Banking Associate, Sri Lanka**.

### In this role, you will:

- Verify the accuracy of client requests for cheque, cash and other services offered via counters
- Process transactions on the system in a timely and accurate manner per customer request
- Ensure end of day cash balancing and reconciliations
- Adhere to HSBC's information security policy when handling data and documents
- Coordinate with internal departments to address customer requests
- Provide product information to meet customer needs and offer solutions to both Corporate and Personal customers

### To be successful in this role, you should meet the following requirements:

- Successful completion of GCE O/L Examinations, applicants with pending GCE A/L Examinations results may apply
- Additional academic or professional qualifications related to banking or finance would be advantageous
- Strong communication and interpersonal skills
- A passion for delivering superior customer service
- A professional, goal-oriented and innovative approach, with strong organisational skills
- Excellent collaborative skills with the ability to work effectively in a team

To apply for this role, please send your full CV to [career@hsbc.com.lk](mailto:career@hsbc.com.lk) with the subject "Junior Banking Assistant/Banking Associate".

Please be aware that job offers have been made by unauthorised persons claiming to represent HSBC via, including but not limited to, e-mails or social networking services. They would typically purport to offer a position at HSBC in return for a fee and/or payment. If you receive such a message or an offer, please do not respond or share any personal information and refrain from making any payments. In case of doubt and to confirm the authenticity of any job openings at HSBC, please contact us via e-mail: [career@hsbc.com.lk](mailto:career@hsbc.com.lk). HSBC shall not assume any responsibilities for any offers made by such unauthorised persons.

Apply at [www.hsbc.com/careers](http://www.hsbc.com/careers)



You'll achieve more when you join HSBC.

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.

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