



Armed with a proud history of over 29 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honoured as one of the Top 40 business entities in the country by Business Today, the most awarded entities by LMD, Best Green Bank in Sri Lanka by Global Banking & Finance, Best Bank for ESG by International Business Magazine, the Best CSR Bank by Brands & Business Magazine, to name a few.

We are looking for proactive, results-focused, and enthusiastic individuals to join our team. If you are ready to make a significant impact and be an integral part of our expanding team, we would love to hear from you! We believe your presence in our team will help enhance our standing further with your dynamic personality and professional skills.

SENIOR MANAGER

Credit Administration Unit

Job Profile:

The person will be in-charge of the Credit Administration Unit and will be responsible for driving the unit to ensure that all functions are performed and delivered effectively and efficiently within the established Turnaround Times (TATs)

Responsibilities:

- Ensure that the daily administration of loan documentation fully complies with internal standards and external regulatory requirements
- Enhance service levels in terms of quality and responsiveness by engaging with relevant stakeholders, thereby minimizing revenue leakage
- Provide input to the Credit Risk and Branch Credit departments to develop new guidelines that protect the bank's interests
- Implement internal guidelines for various operational processes and policy measures
- Ensure the development of effective work processes and workflows while maintaining cost-effectiveness
- Identify opportunities proactively to automate repetitive and non-value-added processes within the Credit Administration Unit, collaborating with the IT department to increase efficiency and reduce the turnaround time

Candidate Prerequisites:

- Full or part qualification in Banking from IBSL or any other recognized institution, or a professional qualification in Credit/Credit Management. A degree or master's will be considered an additional advantage
- A minimum of 12 years of progressive experience in commercial banking, including at least 5 - 6 years in a supervisory role with experience in credit
- Strong knowledge of credit and credit administration-related matters
- Proficient in reviewing the offer letters prepared and relevant security documentation for various credit facilities
- Ensure scrutinizing of security documents are done for proper execution, validity, and enforceability
- Decision-making abilities, excellent communication skills and team management skills
- Should have a service-oriented mindset to ensure excellent service is provided to the branch network

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are a results-driven Banking professional looking for a challenging and rewarding opportunity, we invite you to apply for the position through our career portal before the deadline provided.

APPLY NOW

Assistant General Manager - Human Resources,
Pan Asia Banking Corporation PLC, No 450, Galle Road, Colombo 03

 **PAN ASIA BANK**
The Truly Sri Lankan Bank