



Assetline Leasing Company Limited is the flagship of the Assetline Group of Companies, the financial services cluster of the David Pieris Group.

Head of Branch

Polonnaruwa, Wellawatte, Moratuwa, Nittambuwa, Nugegoda

Responsibilities

- Prepare monthly marketing plan and lead the team to achieve the sales target by organizing effective marketing activities.
- Keep abreast of competition in the market and share insights on market movement and penetration with the team.
- Monitor branch recovery follow up plan while maintaining effective customer relationships and carry out timely follow-up on due payments.
- Negotiate for the highest settlement in arrears/recovery cases reported to the legal department and reduce the residual balances of disposals while ensuring extra effort is made on tracing assets.
- Ensure smooth functioning of branch administration and adhere to procedures and audit controls at all times.

Requirements

- A Bachelor's Degree specialized in Banking / Economics / Business Management / Finance / Marketing from a recognized university.
- Fully or partly qualified in CIM/SLIM or any other professional qualification obtained from a recognized professional body.
- At least 03-05 years' experience in a reputed organization, preferably in Bank or non-bank financial institution.
- Strong analytical skills, business acumen, ability to demonstrate positive attitude, drive, initiative and people management skills.
- High proficiency in Microsoft Office with strong aptitude for using computers.
- Exceptional verbal and written communication skills in Sinhala or Tamil and English.

Senior Executive / Executive -Business Development

Anuradhapura, Battaramulla, Maligawatta, Kiribathgoda, Kurunegala, Mathugama, Borella, Wellawatte, Moratuwa, Nittambuwa, Nugegoda

Responsibilities

- Achieve individual monthly / quarterly / annual sales & marketing targets and support the Sales Team to achieve the branch sales target.
- Keep abreast of the competition and share market insights with the team.
- Organise and participate in sales campaigns.
- Nurture a healthy relationship with business partners including suppliers, dealers, introducers, etc.
- Complete all credit facility files in a timely manner while ensuring they are compliant.
- Follow up to ensure the repayments of lease rentals are as per agreed plans.

Requirements

- A Bachelor's Degree specialized in Banking, Marketing, Economics, Business Management or Finance from a recognised University.
- Full or part qualification in CIM (UK) / SLIM or any other professional qualification obtained from a recognised professional body.
- Minimum of 02 to 04 years' experience in a similar capacity preferably in Bank or non-bank financial Institution.
- Hands on sales and marketing experience of leasing products will be considered in place of academic qualifications.
- Strong selling and people handling skills, business acumen and positive attitude, drive and initiative.
- Strong interpersonal skills and ability to develop positive relationships with internal/external stakeholders.
- Strong aptitude for technology and software use including proficiency in MS Office.
- Exceptional verbal and written communication skills in English & Sinhala; ability to communicate in Tamil will be a distinct advantage.

Associate - Business Development

Ambalantota, Anuradhapura, Battaramulla, Maligawatta, Kiribathgoda, Negombo, Gampola, Mathugama, Borella, Wellawatte, Moratuwa, Nittambuwa, Nugegoda

Responsibilities

- Achieve individual monthly / quarterly / annual sales and marketing targets.
- Follow up and effectively collect any past dues.
- Prepare monthly sales and marketing plans.
- Organise and participate in promotional campaigns and events.
- Visit all business partners regularly and ensure a healthy business relationship with suppliers, dealers, introducers, etc.
- Complete all credit facility files accurately within the stipulated time period.
- Follow up and finalise inquiries on a timely basis.
- Ensure all walk-in-clients are promptly attended to.

Requirements

- Passed G.C.E. (A/L).
- Certification or training from a recognised institute relevant to above position.
- Minimum of 1 year's experience in sales and marketing.
- Previous experience in a similar capacity in a reputed organisation preferably in Bank or non-bank financial Institution.
- High proficiency in Microsoft Office with a strong aptitude for using computers.
- Excellent verbal and written communication skills in English and Sinhala or Tamil.

Associate - Business Administration

Matugama, Wellawatte, Moratuwa, Nittambuwa, Nugegoda

Responsibilities

- Collect and file all mandatory records / documents related to facilities and dispatch the files to Head Office.
- Arrange supplier payment documents accurately and submit these on a timely basis.
- Be responsible for handing over of documents to customers.
- Update the system with accurate information and measure the level of services offered to each customer.
- Follow up daily on assigned arrears contracts.
- Maintain all assigned registers.
- Perform duties of a relief cashier as and when required.

Requirements

- Passed G.C.E. (A/L).
- Certificate or training from a recognised institute relevant to above position.
- Minimum of 1 year's experience in lease administration and documentation.
- Previous experience in a similar capacity in a reputed organisation preferably in Bank or non-bank financial Institution.

Associate - Cash Office

Wellawatte, Moratuwa, Nittambuwa, Nugegoda

Responsibilities

- Accurate receipt of all cash, cheques and credit card payments.
- Preparation of a postdated cheques inventory.
- Carryout cash balancing at the end of each day.
- Accurate system entry of payment details to the general ledger accounts.
- Serve customers efficiently and effectively while updating them on rental arrears, insurance over dues and alternative payment points.
- Manage termination of facilities and inform the Business Administration Department.
- Handle safe box keys as per the company policy & procedure.
- Actively participate in branch activities when required.

Requirements

- Passed G.C.E. (A/L).
- Certificate or training obtained from a recognised institute.
- Previous experience in a similar capacity in a reputed organization preferably in tBank or non-bank financial Institution or technology driven industry.
- High proficiency in Microsoft Office with strong aptitude for using computers.
- Exceptional verbal and written communication skills in English and Sinhala, ability to communicate in Tamil would be an added advantage.

If you feel that you meet the aforesaid expectations, apply via e-mail or post in confidence, within seven (07) days of this advertisement, providing contact details of two non-related referees and indicating the position applied for in the subject line or top left corner of the envelope.

Head of Human Resources
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