



Assistant Vice President – Facilities Management

We are among Sri Lanka's fastest growing Banks, driven by dynamic vision for our future. We have adopted industry best practices and world class technology. Paramount to our success is our rigorous employee selection process, where each individual is mapped to a specific task within the Bank.

Assistant Vice President – Facilities Management

Job Profile

- Responsible for maintenance & management of the bank's Premises and Infrastructure facilities including Branches
- Ensure efficient and uninterrupted operation of all office equipment, supplies and installations
- Ensure all administrative functions are smooth & efficient without any business interruption
- Provide all infrastructure facilities that will ensure a comfortable and safe work environment for staff whilst projecting the bank's brand image to external customers
- Ensure that all premises and infrastructure related projects are completed in a timely manner with maximum cost efficiency
- Propose, recommend and implement the future infrastructure development projects and plans in line with strategic objectives of the bank
- Ensure procurement of products and services of satisfactory quality at the best possible price
- Ensure proper documentation of contracts, payments, service agreements, tenancy agreements and other internal procedures
- Responsible for identification of property sites to set up branches; ensure smooth relocations of branches with minimal business impact
- Work closely with other departments for co-ordination of various tasks and activities
- Ensure department staff are appropriately trained and kept abreast of new developments in the industry

Special Skills

- Excellent multi discipline engineering background
- Ability to multi task and manage a network of premises
- Good working knowledge in the areas of electrical, mechanical and civil works
- Good management and communication skills in dealing with internal customers and external parties

Experience & Qualifications

- 10 years' experience in the premises and infrastructure field with a minimum of 6 years at management level
- Proven track record of having managed the premises network of an organization whose premises footprint spans a wide area
- Experience in dealing with tenants, landlords, utility and regulatory bodies having established contacts with the institutions relating to premises related areas is an added advantage
- A Degree or a Professional Qualification will be advantageous

Forward the completed Nations Trust Bank Standard Application form to careers@nationstrust.com with specifying the vacancy which you are applying for on the subject line