

# Let Your Career Bloom with Siyapatha Finance

Siyapatha Finance PLC is a rapidly growing finance company which operates as the largest fully owned subsidiary of Sampath Bank PLC. The company through its extensive channel of network caters to a number of diversified market segments via the product portfolio of Finance Leasing, Hire Purchase, Factoring, Gold Financing, Deposits Mobilization and Loan Products.

## Court Clerk

### Key Responsibilities:

- Coordinate with court staff to accomplish the work required, to proceed with litigation in courts. (filling complaints, motions, writs & get minute them)
- Prepare paper work to activate and maintain court records.
- Update the J/Entries in court cases.
- Direct follow up court staff has directed the subpoenas to relevant court houses.
- Make necessary arrangement with relevant court staff in the Island to act against the defendants of the company cases as directed by courts. (serving summons, decrees etc)
- Assist to maintain and monitor Legal Volumes & ensure they are up to date.
- Represent the company in writ execution & auction through courts.

### Experience & Qualifications:

- Successful completion of GCE A/L's.
- Proven work experience in similar capacity.
- Good Command in English & Sinhala.
- Age below 35 years.

## Legal Typist

### Key Responsibilities:

- Provide personal Administration support to the litigation and collection staff of the Department in preparation of documentation.
- Responsible for typing letters of demand, trial lists (witness), complaints, list of witness, 66 notice, sale notice, fiscal authorising letters, auction letter, releasing documents on final settlements, motions, writ papers, consent motions, decree, sale notices, summons to witnesses, preparing documents to filling new actions etc
- Maintain stamps and stamp fees register on litigation matters.
- Maintain physical and digital filling system.

### Experience & Qualifications:

- Successful completion of GCE A/L's.
- Proven work experience as a Typist.
- Good Command in English & Sinhala.
- Ability to type in Sinhala & English.
- Age below 35 years.

If you are confident that you can meet the above requirements, Please apply via [www.direct-apply.com/apply](http://www.direct-apply.com/apply).

Manager - Human Resources, Siyapatha Finance PLC  
No: 46/12, Nawam Mawatha, Colombo 02.

Hotline: 0763 759 594

Company Registration No: PB 917 PQ



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Siyapatha Finance

( Finance Company of Sampath Bank Group )