



SECRETARY TO CEO'S OFFICE

Merchant Bank of Sri Lanka & Finance PLC, a well-established Finance Company listed on the Colombo Stock Exchange and a subsidiary of Bank of Ceylon is looking for a Secretary for CEO's Office. The ideal candidate should be pleasant, dynamic and result oriented. She should possess effective communication & writing skills in order to provide efficient secretarial services and requires the ability to maintain confidentiality in all dealings.

Required Qualifications, Skills & Experience

- GCE A/L with 03 Passes
- Diploma in secretarial practice from a recognized Institution
- Ability to handle all Secretarial work independently with minimum supervision.
- An excellent command of both English & Sinhala Languages
- Possess excellent computer literacy.
- Having English shorthand would be an added advantage.
- Preferably below 30 years of age.

Remuneration:

Attractive remuneration package will be offered to the right candidate, based on the qualifications, experience and competence.

How to Apply:

Applicants are advised to indicate the position applied for on the subject line of the e-mail and send your detailed CVs with a passport size photograph along with names of two non-related referees within 10 days of this advertisement to the following email address. The vacancy will be filled purely on merit any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

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