



## RICHARD PIERIS FINANCE LTD

### 88 Years of Trust & Stability

Richard Pieris Finance Ltd (RPFL) is one of the leading finance companies in the country with a rapid growth. **RPFL is a fully owned subsidiary of Richard Pieris Group and is the only finance company under the Arpico umbrella.** The company's impressive growth reached the asset base of 20 billion and caters to a range of diversified market segments via the product portfolio of finance leasing, term loans, block loans, draft loans, revolving loans, housing loans, Islamic finance, fixed deposits and import finance.

The company has begun its expansion drive with an island-wide branch network. We seek individuals with the right attitude, coupled with intellect and the ability to think on one's feet to take on challenging roles in our organization.

### PERSONNEL ASSISTANT FOR CEO

#### Primary Responsibilities

- Co-ordinate and maintain the calendar of the CEO , set up / co-ordinate meetings , events , conferences and maintain administrative records of CEO's office in a methodical manner.
- Identify, anticipate and prepare information requirements of the CEO for meetings, appointments, presentations etc. and follow up on inward and outward requests for information, outstanding reports and correspondence.
- Undertake Research for the CEO related to business planning, operational activities of the organization.
- Liaise with all Heads of Department to ensure a smooth flow of Operation whilst nurturing strong relationships with all stake holders.

#### The Ideal candidate should

- ✓ Possess minimum of 2 -3 years' experience as Personal Assistant to CEO with ability maintain discretion and Confidentiality
- ✓ Completed G.C.E. Advanced Level with minimum three passes.
- ✓ Possess professional qualification in Secretarial and / or Administration field .
- ✓ Having previous experience in working in the Banking or Finance industry will be definite advantage.
- ✓ Be below 40 years of age

The selected candidate will be compensated in par with the industry standards based on qualifications and experience. A great opportunity to be part of a dynamic and an evolving group of companies await the right candidate.

*Please apply with your complete CV along with colour photograph of yourself and the contact details of two non related referees with the position applied for marked on the top left corner of the envelop , or as the subject in your e-mail within 10 days of this advertisement.*

Head of Group Human Resources,  
RICHARD PIERIS & COMPANY PLC,  
310, High Level Road, Navinna, Maharagama.  
Email: [careers@arpico.com](mailto:careers@arpico.com)



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