



## OFFICE ASSISTANT

### ABANS FINANCE PLC

Abans Finance PLC is a member of the prestigious Abans Group, a household name in Sri Lanka. With assets over Rs. 10 billion, we are one of the most innovative finance companies in Sri Lanka. The company's principal lines of business include finance leasing, vehicle loans, mortgage loans, and acceptance of fixed and savings deposits. The company currently operates across the island and is further backed by over four hundred Abans PLC outlets island wide. The long-term rating of Abans Finance PLC is "BBB+" (lka) / (Rating Outlook Negative) by Fitch rating Lanka limited which stands as a testament to the successful journey of the company and its strong backing of the parent company. Abans Finance PLC is seeking a dynamic, result-oriented individual to be a part of its' winning team.

### KEY RESPONSIBILITIES

- Assisting day to day operational and administration work.
- Delivering and collecting documents from outside parties.
- Maintain accurate records and enter data.
- Perform other duties as assigned by the management.

### KEY REQUIREMENTS

- Successfully completed G.C.E. O/ L's.
- Prior experience in the similar capacity would be an added advantage.
- Ability and willingness to work extended hours when required.
- Residing within 20 KM radius from Colombo 03.
- School leavers are encouraged to apply.

The above positions offer excellent career prospects and opportunities for further progression together with internal & external training. An attractive negotiable remuneration package in keeping with experience and industry norms is on offer.

Please forward your resume to [careers@abansfinance.lk](mailto:careers@abansfinance.lk) or by post to Head of Human Resources, Abans Finance PLC, No. 456, R. A. De Mel Mawatha, Colombo 03 with contact details of two non-related referees **indicating the post applied for** in the subject line within 10 days of this advertisement.