

JOIN US

for a rewarding career with
Softlogic Finance PLC

Softlogic Finance PLC is a member of one of Sri Lanka's most dynamic and reputed conglomerates - Softlogic Holdings PLC. With our presence felt in 20 locations across the country, we are a financial institution that is built by a long-lasting relationship with our customers as well as our valued employees. We are committed to build a culture where all employees are valued, respected and their opinions mattered. We take pride in providing a workplace that fosters continuous professional development and opportunities to grow within an inclusive and diverse environment. Softlogic Finance PLC is a registered finance company under Finance Business Act No. 42 of 2011 as well as a Specialized Leasing Company licensed by the Central Bank of Sri Lanka under Finance Leasing Act No. 56 of 2000.

EXECUTIVE – ADMINISTRATION

(Colombo 04)

THE PROFILE

- Procurement of office supplies and stationary items ensuring adequate stock levels are maintained across all branches and Head Office.
- Implement and maintain uniform security measures across all branch locations.
- Supervise janitorial services at branches to ensure cleanliness standards are met.
- Coordinate courier services between head office and branch locations, ensuring efficient and timely delivery of documents.
- Liaise with branches and the finance department, ensuring accurate and timely processing of utility payments, security guard payments, janitorial services, and other ad-hoc payments.
- Coordinate with suppliers to ensure uninterrupted security surveillance in Branches and Head Office (CCTV and alarm systems)
- Maintain a comprehensive database for all administrative-related payments, ensuring accuracy and accessibility for reference.

THE PERSON

- Proven experience in administrative roles, preferably in a multi-branch environment.
- Ability to work independently and as part of a team.
- Knowledge of procurement processes and vendor management.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office suite and database management.
- Knowledge of security systems and facilities management is an advantage.

Please forward your resume to careers@softlogicfinance.lk
with names of two non-related referees indicating the post applied for in the subject line,
on or before 29 February 2024.



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