



Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individuals to join our team for the following post.

**HUMAN RESOURCES DEPARTMENT
Staff Assistant (03 Positions)**

Job Role

- Assisting HR team with overall functions of HR Operations (Recruitment, Onboarding and Orientation, staff payments, etc.)
- Managing and updating employee data and records in HRIS
- Contributing to HR projects and events
- Providing administrative support to HR Team

Qualifications & Experience

- G.C.E (A/L) examination with simple passes including General English.
- Part qualification in any HR related qualification. (Academic/ Professional)
- Experience in HR would be an added advantage.
- Excellent communication skills both English and sinhala. Being tri-lingual will be an added advantage.
- Computer literacy using E-mails and MS office applications.
- Good Interpersonal skills
- Passion to learn HR and deliver on the job with minimum supervision.
- Attitude to go above and beyond the job scope to complete the tasks assigned efficiently and accurately.

Remuneration:

Performance based remuneration package will be offered to the right candidates, based on the qualifications and experience.

How to Apply:

Applicants are advised to indicate the positions applied for on the subject line of the e-mail / top left-hand corner of the envelope and send your detailed resume along with names of two non-related referees within 10 days of this advertisement to the following email/ address. The vacancies will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

Human Resource Department
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