



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 individual to join our team for the following post.

Support Services Department

Junior Executive

Job Profile

- Ensure issuing of Stationeries/printed material as per the requests of the Staff members including branches on timely manner to maintain uninterrupted operations.
- Maintain required stock levels and stock ledgers.
- Inspect the goods/items received with the assistance of the respective Heads of departments if necessary.
- Carry out stock verifications.
- Fixed Assets verification and maintenance of the Asset register including asset disposals / transfers.

Qualifications & Experience

- Pass G C E (O/L) Examination with 02 Years' Experience OR
- G C E (A/L) Examination with 01 Years' Experience.
- G C E (O/L) Examination with Certificate/Foundation Level of relevant discipline with 01 Year Experience.

AGE:

Below 30 Years

Remuneration:

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

How to Apply:

Applicants are advised to indicate the position 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 14 days of this advertisement to the following email/ address. The vacancy 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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