

Join the market leader

Our nation's most trusted, acclaimed and progressive life insurance company Ceylinco Life, helps millions of Sri Lankans by providing need-based life insurance solutions to all our customers, and creating successful partnerships with all our stakeholders, whilst recognizing and rewarding members of the Ceylinco Life family. We call it A Relationship for Life. It's the reason for our success - and yours. Our most important component is our team of professionals, each, dedicated to moving ahead, and providing the best of service. Currently a vacancy has imaged in our company for the post of **Company Secretary**.

COMPANY SECRETARY

The Person

- Excellent organizational, time management, report writing and communication skills
- Maintaining the highest level of professionalism, work ethics in all the business activities
- Multi-tasking and prioritizing are the other competencies in order to complete deliverables in established time frames while maintaining flexibility and attention to detail
- Adaptability according to the fast-paced environment with self-confidence and diplomacy
- Skills to anticipate needs and proactively take action to keep things moving

The Job

- Managing communications across all stake holders and multiple teams
- Performing Board administrative tasks and preparing Board meeting agendas, Board resolutions, Board minutes etc.
- Maintaining records and documentation keeping with the regulations
- Update and maintain statutory and compliance records of the Company, in a timely manner
- Arrange and attend meetings of Shareholders, Board of Directors and its Committees
- Engage in all activities in connection with Shareholders' Ledgers
- Maintain and update relevant corporate documentation
- Liaise with regulatory authorities including Registrar of Companies, SEC, IRCSL etc.

Qualifications and Experience

- A registered company statutory who is a member of the Institute of Chartered Secretaries and Administrations or an Attorney-at-Law
- Must be able to communicate articulately, clearly and concisely (verbal and written) in English and Sinhala
- Conversant in rules and regulations of the Colombo Stock Exchange, the Securities and Exchange Commission etc.
- Minimum 5 years post qualification experience as a Company Secretary in a reputed Public Quoted Company

Remuneration

- A comprehensive package of total rewards with unique fringe benefits including a company maintained car awaits the right candidate

The right candidate can expect an attractive package of rewards commensurate with qualifications and experience. If you feel that you measure up to our requirements, please send your resume to the address given below, with contact details of two non-related referees to reach us within 10 days of this advertisement. Please mention the post applied for in the subject line of the email.

Senior Manager—Human Resources
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