

Assetline Finance Limited (AFL) is the flagship of the Assetline cluster, the financial services arm of the David Pieris Group of Companies. AFL has its presence spread across the country catering to a diverse set of customers with their portfolio of financial solutions.



COURT CLERK / TYPIST

Responsibilities

- Facilitate the collection of information pertaining to the status of case records for litigation involving the Company.
- File documents related to court cases, obtain court proceedings/journal entries and update internal records in a timely manner.
- Type and dispatch LODs to customers.
- Type Plaints and other related Legal documentations and maintain Legal case files.
- Prepare and maintain correspondence, registers, records and reports including statistical reports.
- Assist the Legal Officers in the preparation and execution of daily court schedules/calendars.
- Maintain a good rapport with other employees and relevant legal institutes to ensure smooth operation of legal functions.

Requirements

- Passed GCE O/L and A/L.
- Minimum of 1 year work experience as a Court Clerk / Typist in a reputed organization.
- Ability to work independently under pressure with a high degree of integrity and personal discipline to meet deadlines.
- Ability to type in Sinhala.

If you feel that you meet the aforesaid expectations, apply via e-mail or post in confidence, within seven (07) days of this advertisement, providing contact details of two non-related referees and indicating the position applied for in the subject line or top left corner of the envelope.