

JOIN THE BANK FOR EVERYONE



Secretary - Legal Department

You should ideally;

- possess 4-6 years of previous work experience in a legal environment.
- previous experience/exposure in a bank, financial institution or a legal firm is a must.
- having a relevant qualification in the secretarial field will be an added advantage.
- have strong communication and interpersonal skills.

You will be responsible for,

- attending to all the correspondence in the legal department which includes drafting letters, responding to emails, providing updates to the management, attending to inquiries and managing calls.
- managing the calendar by scheduling appointments with internal & external parties and other counterparts and arranging / supervising materials for meetings.
- attending to other administrative work.
- attending to work pertaining to the legal department when required.

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique.

Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by 06 August 2023.

**Chief Human Resources Officer
DFCC Bank PLC
73/5, Galle Road, Colombo 03**