



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.

Assistant Manager – Secretary (Central Credit Department)

Job Role

- Maintaining appointments, handling all incoming & outgoing correspondences and telephone calls of Head of CCD.
- Preparation of Board Papers/ Credit related papers/General Memos/any other correspondences of Head of CCD.
- Taking and maintaining of minutes of the departmental meetings, follow-ups of the meeting outcomes and coordination.
- Maintaining of proper filing system of the department files related to the Head of CCD.
- Smooth coordination with branches & inter-departments with regard to all approvals channeled through Central Credit Division such as Credit Committee approvals, ALCO approvals etc.
- Taking and Maintaining Credit Committee meeting minutes.
- Smooth coordination with branches/ Regional office/Credit Committee members /CEO'S office and finalizing the credit committee process.

Candidate Profile

- Proven experience as a Secretary / Executive Assistant / Personal Assistant.
- Excellent verbal and written communication skills in English.
- Ability to multitask and effectively prioritize daily tasks.
- Prior work experience in Banking & Finance field is an added advantage.
- Degree from a recognized University OR Full Professional Qualification in relevant discipline with 02 Years' experience in Executive capacity **OR**
- Relevant recognized Diploma (Minimum 01 year/Part Professional Qualification) with 03 years' experience in Executive Capacity **OR**
- G.C.E (A/L) examination with 3 passes with 04 years' Experience in Executive Capacity **OR**
- G.C.E (O/L) examination with 05 years' experience in Executive Capacity
- Preferably below 40 years of age.

Remuneration:

The selected candidate will receive an attractive remuneration package.

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 10 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 Resources Department
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