



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.

### **Office Assistant - Central Credit Department**

#### **Job Role**

- Handling Security documents.
- Handling Inward and Outward Courier & Stationery of the department.
- Provide copy documents to branches & other departments.
- Segregate, filling and organizing documents and archive of documents.

#### **Candidate Profile**

- GCE O/L preferably with a General pass (S) for English
- Experience with MS Office
- Additional computer training or certification will be an added advantage.
- School leavers are encouraged to apply
- Preferably below 25 years of age.

#### **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**

Merchant Bank of Sri Lanka & Finance PLC,  
Level 17, Bank of Ceylon Merchant Tower,  
No. 28, St. Michael's Road,  
Colombo 03.

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