



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 individual to join our team for the following post.

### **Staff Assistant -Inventory Management (Support Services Department)**

#### **Job Profile**

- Ensure issuing of Stationaries /printed material as per the requests of the Staff members including branches on timely manner to maintain uninterrupted operations.
- Maintain required stock levels and stock ledgers.
- Inspect the goods/items received with the assistance of the respective Heads of departments if necessary.
- Carry out stock verifications.
- Fixed Assets verification and maintenance of the Asset register including asset disposals / transfers.

#### **Qualifications & Experience**

- G C E (A/L) Examination with 3 passes OR.
- G C E (O/L) Examination with Certificate/Foundation Level of relevant discipline with 01 Year Experience.
- Good knowledge in MS Excel
- Ability to work independently

#### **AGE:**

Below 30 Years

#### **Remuneration:**

Performance based remuneration package will be offered to the right candidate, based on the qualifications and experience.

#### **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 14 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.

Head of Human Resources  
Human Resource Department  
Merchant Bank of Sri Lanka & Finance PLC,  
Level 17, Bank of Ceylon Merchant Tower,  
No. 28, St. Michael's Road,  
Colombo 03.  
(e-mail: [careers.mbsl@mbslbank.com](mailto:careers.mbsl@mbslbank.com))