



*Armed with a proud history of over 29 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honoured as one of the Top 40 business entities in the country by Business Today, the most awarded entities by LMD, Best Green Bank in Sri Lanka by Global Banking & Finance, Best Bank for ESG by International Business Magazine, the Best CSR Bank by Brands & Business Magazine, to name a few.*

*We are looking for proactive, results-focused, and enthusiastic individuals to join our team. If you are ready to make a significant impact and be an integral part of our expanding team, we would love to hear from you! We believe your presence in our team will help enhance our standing further with your dynamic personality and professional skills.*

# PERSONAL ASSISTANT

(EXECUTIVE GRADE)

## CHIEF EXECUTIVE OFFICER'S OFFICE

### Key Responsibilities

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- Act as the first point of contact for the CEO, managing communications and correspondence (emails, calls, etc.).
- Organize and maintain the CEO's schedule, including meetings, travel, and appointments.
- Prepare high-quality reports, presentations, and other documents as required.
- Coordinate with internal departments and external stakeholders to ensure smooth execution of the CEO's directives.
- Handle confidential information with the utmost discretion and professionalism.
- Manage and prioritize incoming tasks, ensuring timely follow-up on critical matters.
- Assist in organizing corporate events, conferences, and board meetings.

### Qualifications and Skills

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- Minimum 6 – 8 years of proven experience as a Personal Assistant or in a similar role, preferably in the financial or corporate sector.
- Exceptional organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Pleasing personality with good PR skills
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and other relevant tools.
- Strong attention to detail and problem-solving skills.
- Ability to work independently, handle pressure, and maintain confidentiality.

### Remuneration:

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The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are interested in a challenging and rewarding opportunity, we invite you to apply for the position through our career portal by clicking below before the deadline provided.

[APPLY NOW](#)

Assistant General Manager - Human Resources,  
Pan Asia Banking Corporation PLC, No 450, Galle Road, Colombo 03

 **PAN ASIA BANK**  
The Truly Sri Lankan Bank