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Banking Assistant - Learning & Development Human Resources Division

The selected candidate will be responsible to manage, maintain and update the Training Databases and generate relevant reports. Organize all logistical arrangements for in-house and external training programmes. Coordinate with all internal and external stakeholders.

Assist Head of Unit to design and prepare e-learning programmes for specific courses and analyse post-training feedback and assess training effectiveness.

Candidate Profile

- Should possess a positive attitude, should be able to meet deadlines with minimal supervision and should be able to quickly adapt to the requirements of this job role
- Should have an excellent communication and interpersonal skills
- Outgoing personality willing to be responsible and accountable
- Full or part professional qualifications in General Management or Banking & Finance
- Any other qualifications related to Learning & Development could be an advantage

Send your CVs to careers@amana.lk indicating the position applied for, in the subject line.

Only Shortlisted Candidates will be contacted



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