

# JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## Assistant Legal Officer (Fixed Term Contract)

### JOB PROFILE

- Checking of title, preparation of title report
- Assist the Senior Legal officers to draft and execute various legal documents, including security documents, Bank documents & Agreements
- Assist Senior Legal officers in all assigned tasks, including preparation of security documents, research and document Management

### APPLICANT'S PROFILE

- The candidate should be an Attorney-at-Law and Notary Public
- Age preferably below 30 years
- Proven experience (2-3 years) in court work and national work
- Licensed to practice as a Notary in English language within the jurisdiction of Colombo district
- Good drafting skills with keen attention to detail and proficient negotiation skills
- Proficiency in both English and Sinhala, with strong written and verbal communication skills in both, combined with excellent overall communication and interpersonal skills will be an added advantage
- Strong analytical and problem solving skills to effectively assess and address legal issues
- Ability to work independently and collaboratively within a team environment
- Efficient time management skills with the ability to handle multiple tasks and meet tight deadlines

The successful candidate will be recruited on Fixed Term Contract (FTC) and will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.**

**To apply, please visit,**

[www.combank.lk](http://www.combank.lk)

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 **COMMERCIAL BANK**