



VACANCY

We are a subsidiary of Sri Lanka's leading private commercial bank Hatton National Bank PLC, and a leader in the finance industry with an immaculate record of over 25 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 branches across the island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance. In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

OFFICE ASSISTANT – LEGAL DEPARTMENT

Key Responsibilities

- Provide administrative support to the Legal Department.
- Handle printing, photocopying, scanning, and document preparation.
- Manage filing systems and maintain accurate records.
- Coordinate meetings, schedules, and departmental communications.
- Assist with preparation of legal reports and correspondence.
- Undertake official travel and errands as required.
- Ensure confidentiality and compliance in all tasks.

Requirements

- Strong organizational and communication skills.
- Proficiency in MS Office and document management systems.
- Ability to handle sensitive information with discretion.
- Willingness to travel and manage logistical tasks..
- Prior experience in administrative or legal support is an advantage.

If you are willing to take up the challenge, forward your resume via e-mail OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to HRTalentTeam@hnbfinance.lk Please indicate the post applied for and your preferred location on the top left-hand corner of the envelope or in the subject line of your e-mail.

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