

PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for talented & dynamic individuals to fill the following position in the Bank.

SECRETARIAL ASSISTANT

Key responsibilities involved in the job among others are as follows:

- Strong attention to detail, integrity, and ability to maintain strict confidentiality, particularly when handling sensitive banking information and official records.
- Excellent communication and interpersonal skills with the ability to manage correspondence, phone calls, emails, visitors, and internal coordination effectively.
- Proficiency in typing and preparing letters, reports, briefs, and official documents accurately, ensuring compliance with bank standards and procedures.
- Effective time management and organizational skills to manage calendars, appointments, meetings, and follow up on pending actions to ensure timely completion of tasks.
- Ability to multitask and work efficiently in a dynamic environment while maintaining well-organized physical and digital filing systems for easy document retrieval.
- Experience in organizing meetings, preparing agendas, recording and distributing minutes, and coordinating logistics for events, workshops, and internal initiatives.

KEY REQUIREMENTS

- Should be a citizen of Sri Lanka.
- Should possess a NVQ level 4 equivalent qualification in secretarial practices/typing.
- At least 01 year experience as a secretary/typist in a reputed institution (including intern period).

KEY COMPETENCIES

- Language and Typing proficiency in Sinhala/Tamil and English
- Confidentiality & Integrity
- Communication & Interpersonal Skills
- Administrative & Secretarial Skills
- Computer skills especially on MS Word, Excel and Power Point, Internet and e-mail

AGE

- Should be below 35 years as at closing date of applications.

METHOD OF SELECTION

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview. The appointment will be made on contract basis and performance will be evaluated annually.

REMUNERATION

The selected candidate shall be provided an all - inclusive monthly allowance of Rs. 55,000/-.

APPLICATIONS

The applicants must fill in the **Application form on the Career page of People's Bank website** and send the duly filled application along with Curriculum Vitae and other necessary supportive documents (Should be less than 2 MB). The post applied for must be clearly stated in the subject line of the Email and must be sent to the Email address: **recruitment@peoplesbank.lk** on or before 27.04.2026.

An Email confirmation of receipt will be sent upon the receipt of the application. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 011 3741420/011 3741421.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

Deputy General Manager (Human Resources)
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