

WE'RE HIRING!

Assistant – Legal



At Cargills, we are not just a Company; we are a cornerstone of Sri Lanka's vibrant economy. With a heritage spanning over 180 years, we have continuously evolved to become a leading force in multiple industries, including Retail, FMCG, Restaurants, Financial Services, Agribusiness, Cinemas, Hospitality, and Real Estate. Built on a strong foundation of values and ethics, we have spread our reach across Sri Lanka, with investments and operations that touch the lives of millions of consumers, farmers, and entrepreneurs on a daily basis. We are committed to leveraging technology to enhance operational excellence, create sustainable markets, and foster employment opportunities, all whilst actively engaging in initiatives that uplift communities and protect the environment to build a brighter future for all.

The position holder will be expected to assist the Legal Department by handling legal documentation, maintaining case records, and providing administrative support to ensure efficient and accurate legal operations.

JOB ROLE

- Ability to visit court houses, land registers in the country when needed to obtain journal entries, proceedings and copies of case records from relevant registers when needed.
- Monitor and maintain the legal registries, case files and volumes of the legal matters related to the company and ensure they are up to date.
- Reporting the company in write executions.
- Any other duties assigned by the respective legal officer.

CANDIDATE REQUIREMENTS

- Passed G.C.E. Ordinary Level and Advanced Level.
- Competent in Microsoft Office Package.
- Effective Communication skills in English and Sinhala.
- Between 18 to 30 Years.

**IF YOU ARE READY TO TAKE
UP THE CHALLENGE,**

Apply Now !

Share your updated resume with
nuwani.d@cargillsceylon.com

