



Your
journey of
aspirations
begins here!

CDB believes in elevating the lives of all Sri Lankans. Our focus is to employ and engage individuals who aspire to grow their careers within a renowned financial entity, working with a dynamic team of industry professionals who are dedicated to raising the bar and setting benchmarks in Sri Lanka's financial industry.

Search Officer – Legal Operations

We seek a detail-oriented and proactive **Search Officer** to support our legal and documentation operations. The ideal candidate will be responsible for conducting title searches, obtaining legal documents, coordinating registrations and handling company registry-related activities.

Key Responsibilities

- Conduct title searches at Land Registries across Sri Lanka
- Obtain and verify land registry extracts and customer-submitted extracts
- Obtain certified copies, duplicate deeds and other property-related documents
- Coordinate stamp duty and deed registration payments through banks
- Submit deeds for registration and collect registered deeds from Land Registries
- Obtain extracts related to registered Mortgage Bonds and Transfer Deeds
- Conduct Company searches at the Registrar of Companies (ROC)
- Obtain certified copies and extracts from the ROC
- Obtain Power of Attorney extracts from the Registrar General's Department
- Complete internal staff assessments and compliance requirements

Requirements

- G.C.E. Advanced Level or equivalent
- Prior experience in title searches, legal documentation, land registry operations or related fields will be an added advantage
- Good knowledge of Land Registry and Company Registry procedures
- Strong attention to detail and accuracy
- Ability to work independently and manage multiple tasks
- Good communication and interpersonal skills
- Proficiency in Microsoft Office applications

Rewards and remuneration commensurate with qualifications, competencies, and abilities, along with a well-defined career path for those with ambition, motivation, and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to

 careers@cdb.lk

CDB 
Your Friend

