

BUILD YOUR FUTURE WITH SIYAPATHA FINANCE

Siyapatha Finance PLC is the fully owned largest subsidiary of Sampath Bank PLC A finance company licensed by the monetary board of the Central Bank of Sri Lanka under the finance business act No. 42 of 2011

TYPIST – NOTARIAL & CORPORATE

WHAT WE ARE LOOKING FOR

- Proficiency in typing in Sinhala and English; knowledge of Tamil will be an added advantage.
- Minimum 5 years of prior experience in a notarial or legal office will be considered an advantage.
- Strong understanding of documentation management and clerical procedures.
- Proficient in Microsoft Office applications, including Word, Excel, and Outlook.
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal supervision and consistently meet deadlines.

APPLY NOW! **CLICK HERE** 



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Colombo 08.
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Siyapatha Finance

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