



SECRETARY TO CEO'S OFFICE

Merchant Bank of Sri Lanka & Finance PLC, a well-established Finance Company, and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team as Secretary for CEO's Office.

The ideal candidate

- A pleasant, dynamic and result oriented individual who possess effective communication, writing & presentation skills to provide efficient secretarial services with minimum supervision and requires to maintain confidentiality in all dealings.
- Preferably around 30 years of age

Required Qualifications

- Pass Secondary education.
- Diploma in secretarial practice from a recognized Institution.
- Excellent computer literacy.

Remuneration:

Attractive remuneration package including other fringe benefits will be offered to the right candidate, based on the experience.

How to Apply :

Applicants are advised to indicate the position applied for on the subject line of the e-mail and send your detailed CVs with a passport size photograph along with names of two non-related referees within 10 days of this advertisement to the following email address. The vacancy will be filled purely on merit any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

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