



POST OF ASSISTANT COMPANY SECRETARY



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 who have following qualifications to join our team as the Assistant Company Secretary.

JOB PROFILE

- Be responsible for ensuring compliance with the CBSL Directions, Companies Act No.7 of 2007, Listing Rules of the Colombo Stock Exchange, etc.
- Assist the Company Secretary in convening/effective servicing of Board Meetings, Board Sub-Committee meetings and Shareholder meetings.
- Provide assistance to ensure the on-going maintenance/ regular updating of the MBSL Share Ledger.

COMPETENCY PROFILE

- Either be an Attorney-at-Law or Chartered Secretary or possess minimum of 5-7 years' experience in a similar position with exposure to Secretarial work related to listed companies, preferably in a bank/ finance company.
- Be registered as a Company Secretary with the Registrar General of Companies.
- Possess excellent communication skills, fluency in English language (both oral and written) and organizational and multitasking skills.
- Preferably below 40 years of age.

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 / top left hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancy will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

Human Resource Department
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