

# JOIN THE BANK FOR EVERYONE



## Secretary - COO Office

You should ideally;

- possess 4-6 years of previous work experience
- previous experience / exposure in a similar role will be a definite advantage
- possessing a relevant qualification in the secretarial field will be an added advantage
- have strong communication and interpersonal skills.

You will be responsible for,

- attending to all the correspondence in COO's office which include drafting letters, responding to emails, providing updates to COO, attending to inquiries and managing calls
- managing COO's calendar by scheduling appointments with clients and other counterparts and arranging / supervising materials for meetings
- attending to other administrative work in COO's office
- attending to work pertaining to the Credit Committee and PEC as and when required

*We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique.*

*Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.*

*Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to [recruit@dfccbank.com](mailto:recruit@dfccbank.com) with the post applied for in the subject by 03 August 2023.*

**Chief Human Resources Officer  
DFCC Bank PLC  
73/5, Galle Road, Colombo 03**

0112 350000 [www.dfcc.lk](http://www.dfcc.lk)



ICRA Lanka Rating (SL) AA- (Stable), Fitch Rating A+ (Stable), Licensed commercial bank supervised by CBSL.

 **DFCC BANK**  
*Keep Growing*