

Since 1964



INSTITUTE OF BANKERS OF SRI LANKA

CREATING STARS

The IBSL which has been in operation for last 59 years, is a statutory body established to provide training & qualifications to bankers. Its operations involve in conducting lectures, workshops, seminars and other programmes to enhance knowledge and skills. Opportunities are available for young, energetic, qualified, motivated and experienced individuals to join IBSL staff.

Management Assistant (II)

Requirements

- ▶ Minimum 3 passes in G.C.E A/L Examination with 2 Credit passes Credit pass for English Language at the GCE O/L
- ▶ Professional qualification in Marketing (full/part) will be an added advantage
- ▶ Minimum one year of working experience
- ▶ Competency in English and other languages (written and spoken)
- ▶ Working knowledge in an IT environment (MS Office)
- ▶ Presentation skills with more than one language will be an added advantage
- ▶ Work on weekends on a regular basis. (Off day/s will be on week days)
- ▶ Age below 27 years at the time of applying

Remuneration Package

Attractive Salary with Annual Increment, Annual Bonus, Free Medical Insurance Package for the Family

If you are the right candidate, please e-mail your CV within 14 days of this advertisement to hr@ibsl.lk

Please indicate the post applying in the subject line of the e-mail

INSTITUTE OF BANKERS OF SRI LANKA

(Established under the Institute of Bankers of Sri Lanka (Incorporation) Act No. 26 of 1979 and managed by a Governing Board representing the Central Bank of Sri Lanka, Licensed Banks, Fellows and Associates of the IBSL)

Deputy Director - Administration & HR

Institute of Bankers of Sri Lanka

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