

# VACANCY

Property Development Limited is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fulfill the following Vacancy.

## **Secretary to the Maintenance Department**

### **Candidate's Profile**

- GCE (A/L) with Credit pass in English at GCE (O/L).
- Minimum of 06 months Certificate Course in Secretarial Practice.
- Sound knowledge in Word, Excel, Internet, e-mail.
- Minimum of 05 years' experience in Secretarial practice.
- Age below 45 years.

Please forward a complete resume with two non-related referees along with supporting documents by email to **alofficevacancies@gmail.com** or by registered post indicating the position applied for on the top left hand corner of the envelope / subject line in the e-mail to reach the following address within 14 days.

**Head of Human Resources and Administration**  
**Property Development Limited**  
**Floor 19, Bank of Ceylon Headquarters Building**  
**“BOC Square”**  
**No. 01, Bank of Ceylon Mawatha,**  
**Colombo 01.**