

BUILD YOUR CAREER WITH CARGILLS BANK

Personal Assistant to Managing Director

KEY RESPONSIBILITIES

- ✓ Manage MD's calendar, prioritizing meetings, update appointments, and give timely reminders, ensuring appointments are not over-lapsed and missed
- ✓ Coordinate and facilitate meetings, agendas, minutes, and follow up on time
- ✓ Handle all documentation, emails, calls and manage day-to-day administrative matters with respect to the Directors
- ✓ Liaise effectively with internal divisions/departments and external organizations
- ✓ Attend to correspondence & filing of records and documents
- ✓ Handle confidential information with discretion and professionalism
- ✓ Handle any ad-hoc administrative tasks as and when required

EXPERIENCE & QUALIFICATIONS

- ✓ Secretarial related Qualification from a recognized institution will be a definite advantage
- ✓ Minimum of 3-4 years of secretarial experience in a similar capacity is a must
- ✓ Age 25-40 years with a pleasant personality and good PR Skills
- ✓ Excellent command of the English language – Both oral and written
- ✓ Excellent interpersonal skills and attention to detail
- ✓ High level of computer literacy
- ✓ Should be an independent, social and open-minded person
- ✓ Ability to work with a positive attitude and meet deadlines with high accuracy

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning applied for, in the subject line of the email on or before **28th September 2024**.

Head of Human Resources
Cargills Bank PLC
No. 696, Galle Road, Colombo 03.



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Inquiries/Feedback
011 7 640 640

Official Website

www.cargillsbank.com



Cargills Bank PLC is a licensed commercial bank supervised by the Central Bank of Sri Lanka