

# BUILD YOUR CAREER WITH CARGILLS BANK



## LEGAL ASSISTANT / COURT CLERK

### KEY RESPONSIBILITIES

- ✓ Typing of all legal documents inclusive of court documents and Mortgage Bonds in Sinhala & English
- ✓ Preparation of legal documents relevant to litigation independently (from filing action up to executing writ and proceeding with the auction)
- ✓ Maintaining Document Registers pertaining to court cases and Mortgages executed / to be executed
- ✓ Ability to handle Land Registry work, assist in payment of Stamp duty and preparation of all kinds of Deeds when necessity arises
- ✓ Following up with all the court cases (District Courts, Magistrate Courts, High Courts, Superior Courts, Arbitration and obtaining journal entries, proceedings, updating office records and relevant case files
- ✓ Preparing Letters of Demands under the guidance of the Attorneys-at-Law
- ✓ Handling work relating to Registrar of Companies (when necessity arises)

### EXPERIENCE & QUALIFICATIONS

- ✓ Eight passes at G.C.E. O/L Examination with minimum Credit passes for both English and Mathematics
- ✓ Minimum three passes for G.C.E. A/L Examination excluding General English
- ✓ Three years' experience in similar capacity
- ✓ Effective communication skills
- ✓ Proficiency in computer literacy (MS Office/Excel)
- ✓ Dynamic team player with positive attitudes

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **12<sup>th</sup> June 2023**.

Head of Human Resources  
Cargills Bank Limited  
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Log in to: [www.cargillsbank.com](http://www.cargillsbank.com)

