

LEGAL SECRETARY - LEGAL DEPARTMENT

The Job holder is responsible to perform a variety of administrative and secretarial duties related to the litigation work and other operations of the department and to assist the lawyers in the department in their routine legal work

THE JOB

- Preparation of Legal documents(Both Sinhala &English)
- Prepare and dispatch Letters of Demand for non performing clients of the bank as and when requested by the litigation officers
- As per the instructions of litigation officers prepare documents relating to 'Parate Execution' and public auctions as an when requested
- Assist the litigation team to prepare the legal correspondence &connected documents (proxies, motions, complaints, petitions, objections, written) submissions, writ execution documents etc.)that help in filing the case and continuing with the case as per policy, statutory & regulatory requirements
- Preparation of Monthly statements for cases /auctions/Letters of Demands handled by the litigation Team in order to provide same to VP Legal/Recoveries department /Management IRMC
- Preparation of payment invoice letters received by legal counsel, outsourced law firms, auctioneers and other service providers as and when required andobtaining relevant line management approval for same
- Maintaining records pertaining to legal expenses incurred for counsel/outsourced lawyers and other service providers
- Maintaining records pertaining to files/legal correspondence send to external counsels/outsourced law firms/Letter of Demands/Proxies and oth connected documents related to litigation

THE PERSON

- Possess part qualifications in Legal
- Possess at least 3-4 years of experience working in a law firm/ for a lawyer
- Possess knowledge on MS Office packages
- Pay attention to detail and be able to work under pressure
- Possess good communication, presentation skills
- Possess planning and organizing skills

Above position is available at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before **29th November 2023**

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources