



Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Officer – Secretarial Administration

Job Responsibilities

- Assist in preparing meeting agendas, uploading papers and relevant documentation for meetings.
- Assist in coordinating logistics for in-person and virtual meetings.
- Support in recording, reviewing and finalizing minutes of subcommittee meetings.
- Maintain accurate records and archives of meeting minutes and relevant documents.
- Assist in drafting and submitting required minutes and reports.
- Address queries and follow up on action points from meetings.
- Maintain a calendar of key deadlines and meeting schedules.
- Handle correspondence and ensure proper filing of documents in relation to the meetings handled by the respective units.

The Person

- Minimum 2 years of experience in an administrative role.
- A degree in Business Administration, Finance, Law or related field from a recognized university will be an added advantage
- Be familiar with MS Word, MS Excel and Power Point.
- A team player with excellent interpersonal skills coupled with oral communication skills.
- Ability to handle confidential information with professionalism.

Selected candidates will be offered a Fixed Term Contract of employment with an attractive remuneration package.

If you fulfill the above criteria, we invite you to email your CV along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR