

PEOPLE'S BANK

People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over six decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism, the Bank is looking for a talented & dynamic individual to fill the following position in the Bank.

EXECUTIVE ASSISTANT

The key responsibilities involved in the position among others are,

- Providing office support in scheduling meetings, taking dictation and drafting notes, letters, memorandums, documents, reports, confidential documents and minutes of meetings while maintaining a high level of confidentiality.
- Making appointments for management members / customers.
- Responsible for maintaining the duties of management members, responding to telephone inquiries and email inquiries, travel arrangements, leave applications, event management and greeting guests etc.
- Maintaining files / other documents that are sensitive in nature.
- Monitoring Office Assistants.
- Organizing, planning and performing any ad-hoc duties assigned.

QUALIFICATIONS

- Should be a citizen of Sri Lanka.
- Should pass minimum of 06 subjects at G.C.E. (Ordinary Level) Examination with at least 03 credit passes for English and Sinhala /Tamil Language and Mathematics in one and the same sitting.
- Should possess a Diploma/ professional qualification in secretarial practices relevant to confidential secretary from a recognized institute.
- Minimum of five years experience as Secretary/Personal Assistant / Executive Assistant or similar capacity in the relevant field in a public or private sector organization. Those who have been Confidential Secretary / Executive Assistant / Personal Assistant to corporate or executive management member in a Financial Institution would be at an advantage.
- Ability to work independently under pressure, multitask and maintain high degree of confidentiality.
- Required to work extended hours and during weekends as and when required.
- Appealing personality with social etiquette and excellent interpersonal skills.
- High level of proficiency in Microsoft Office packages.
- Good command in speaking and writing skills in Sinhala and English is a must and the ability to converse in Tamil would be an added advantage.

AGE

Age preferably below 50 years as at closing date of applications.

METHOD OF SELECTION

Shortlisted applicants based on the stipulated qualifications will be called for an interview. The appointment will be made on contract basis and performance will be evaluated annually.

REMUNERATION

An attractive and negotiable remuneration package commensurate with qualifications and experience will be offered to the selected candidate for the above position.

APPLICATIONS

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated in the subject line of the Email and should reach the Email Address: recruitment@peoplesbank.lk on or before 19.05.2025

An Email confirmation of receipt will be sent upon the receipt of the curriculum vitae. In the event a confirmation has not been received within a reasonable period of time, you may inquire regarding the application on telephone numbers 0112481542/0112481416.

All applications will be treated in strict confidentiality and any form of canvassing will be regarded as a disqualification. All incomplete and Non - complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

Deputy General Manager (Human Resources)
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