

NATIONAL CREDIT GUARANTEE INSTITUTION LIMITED
Job vacancy – Administrative Assistant



The National Credit Guarantee Institution Limited (NCGIL) is a state-owned enterprise that provides credit guarantees to promote cashflow-based lending and support viable MSMEs.

We are looking for a committed individual with good organizational skills, attention to detail, and the ability to work well in a team.

If you are passionate about contributing to MSME growth, we invite you to join us!

Key Qualifications & Experience:

- Should have passed the G.C.E. Advanced Level examination (with at least 3 credit passes) or possess an equivalent qualification.
- A certificate or diploma in Advanced Excel or a related field, along with the ability to analyze data, will be an added advantage.
- Proficiency in computer applications and MS Office packages is essential.
- A minimum of 1 year of proven experience in management assistant or administrative roles will be preferred.
- Ability to speak & understand **Tamil** language will be an added advantage.
- Age between **18 and 30 years** (as of the closing date of applications).

This position is permanent, full-time roles with an attractive remuneration package.

Selection will be through a comprehensive interview process. Only shortlisted candidates will be notified.

If you meet the requirements, please email your resume (PDF format) with two non-related referees to **info@ncgil.lk** within 7 days of this advertisement.

**National Credit Guarantee Institution Limited,
The Secretariat,
321, 3rd Floor, Lotus Road,
Colombo 01**

www.ncgil.lk