

JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

Executive Assistant – Card Center (New Product Development Unit)

JOB PROFILE

- Provide proactive and independent support to the New Product Development (NPD) Unit of the Card Center, contributing to the successful delivery of innovative card products and services.
- Assist IT Project Managers in planning, tracking, and executing new product initiatives with minimal supervision.
- Acts as a liaison between business analysts, IT teams, and external vendors to ensure business requirements are accurately translated into functional outcomes.
- Collaborates with international card schemes and vendors to facilitate timely completion of assigned projects.
- Operates in a fast-paced, innovation-driven environment that demands adaptability, customer focus, and a strong technical mindset.
- Expected to work flexible hours, including late evenings and weekends, to meet project deadlines and operational needs.

APPLICANT'S PROFILE

- Age below 30 years.
- Diploma in Computer Science, Information Technology, Engineering, or any related field.
- Outgoing personality with excellent interpersonal and communication skills.
- Reasonable understanding of core banking systems and card systems.
- IT-related educational qualifications will be considered an added advantage.
- Strong technical aptitude and problem-solving skills, with a willingness to learn and grow in a dynamic environment.
- Experience or involvement in User Acceptance Testing (UAT) is preferred.
- Ability to work independently and manage multiple tasks with minimal supervision.
- High level of commitment, accountability, and attention to detail.
- Flexibility to work extended hours and weekends when required.

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.

To apply, please visit,

www.combank.lk

Careers

Open Positions

Executive Assistant – Card Center
(New Product Development Unit)

 **COMMERCIAL BANK**