

# VACANCY

**Property Development Limited** is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fulfill the following Vacancy.

## HR & ADMIN ASSISTANT

### Candidate's Profile:

- GCE (A/L) qualification with a credit pass in English at the GCE (O/L).
- A Diploma in Administration / HR with minimum NVQ Level 5 qualification.
- Minimum 5 years of experience in Administration, HR and documentation in a reputed organization.
- Knowledge in MS Word, Excel, Internet and e-mail is essential.
- Age below 40 years.
- Qualification and experience in IT or Finance sector will be an added advantage.
- Educational and professional qualifications may be relaxed depending on work experience.

Please forward a complete resume with two non-related referees along with supporting documents by email to: **alofficevacancies@gmail.com** or by registered post indicating the position applied for on the top left hand corner of the envelope / subject line in the e-mail to reach the following address within 14 days.

**Head of Human Resources and Administration**  
**Property Development Limited**  
**Floor 19, Bank of Ceylon Headquarters Building**  
**"BOC Square"**  
**No. 01, Bank of Ceylon Mawatha,**  
**Colombo 01.**