

**BUILD YOUR CAREER**  
WITH CARGILLS BANK



## Senior Banking Assistant

### Human Resources Department

#### Required skills and qualifications:

- Degree or Diploma in HRM or Business Administration or Professional HR Qualifications such as CIPM or a required professional qualification preferred
- Minimum 2–3 years of experience in a similar capacity
- Experience in handling HRIS, payroll and other HR systems is a must
- Good understanding of HR policies, procedures & best practices
- Strong experience in MS Excel, Word & PowerPoint
- Strong knowledge of Sri Lankan Labor law and employment regulations
- Excellent Interpersonal, communication & conflict resolution skills

Interested candidates are invited to forward their CVs to [thilini.k@cargillsbank.com](mailto:thilini.k@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **30<sup>th</sup> June 2026**

Head of Human Resources

Cargills Bank PLC,

No. 696, Galle Road, Colombo 03. Tel. 011 7 640 640



Fitch Rating A(Ika)

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