

JOIN THE TEAM OF CARGILLS BANK

Personal Assistant to Managing Director

KEY RESPONSIBILITIES :

- Manage MD's calendar, prioritizing meetings, updating appointments, and give timely reminders, ensuring appointments are not over-lapsed and missed
- Coordinate and facilitate meetings, agendas, minutes, and follow up on time
- Handle all documentation, emails, calls and manage day-to-day administrative matters with respect to the Directors
- Liaise effectively with internal divisions/departments and external organizations
- Attend to correspondence & filing of records and documents
- Handle confidential information with discretion and professionalism
- Handle any ad-hoc administrative tasks as and when required

EXPERIENCE & QUALIFICATIONS :

- Minimum of 4-5 years of secretarial experience in a similar capacity is a must
- Age 35-45 years with a pleasant personality and good PR Skills
- Secretarial related Qualification from a recognized institution will be a definite advantage
- Excellent command of the English language - Both oral and written
- Excellent interpersonal skills and attention to detail
- High level of computer literacy
- Should be an independent, social and open-minded person
- Ability to work with a positive attitude and meet deadlines with high accuracy

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **28th July 2026.**

Head of Human Resources

Cargills Bank PLC,

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



Fitch Rating A(Ika)

www.cargillsbank.com     

Cargills Bank PLC is a licensed commercial bank supervised by the Central Bank of Sri Lanka

