

# PEOPLE'S BANK

The People's Bank, a premier bank in Sri Lanka with the largest customer base providing innovative financial solutions to its diversified clientele for over five decades and as a conducive environment for those who strive to achieve excellence and believe in professionalism. The bank is looking for talented & dynamic individuals to fill the following position.

## SENIOR CONFIDENTIAL SECRETARY

The duties of Senior Confidential Secretary shall include the following among others;

- ❖ Providing office support in scheduling meetings, taking dictation and drafting notes, letters, memorandums, documents, reports, confidential documents and minutes of meetings while maintaining high level of confidentiality.
- ❖ Making appointments for the management members/customers.
- ❖ Responsible for maintaining the duties of management member, respond to telephone inquiries and Email inquiries, travel arrangements, Leave applications and greeting guests, event management etc.
- ❖ Maintain files/ other documents that are sensitive in nature
- ❖ Monitor office assistants
- ❖ Organize, plan and perform any ad-hoc duties assigned.

### Qualifications

- ❖ Should have passed minimum of 6 subjects at the G. C. E. (O/L) examination with at least 5 credits including Mathematics, Sinhala/Tamil Language and a Distinction pass for English in one and same sitting.
- ❖ Should have passed the G. C. E. (A/L) examination in one and same sitting with three passes excluding General English. Preference will be given to those who have done English language as a subject with a pass or higher level.
- ❖ Should have passed Professional I & II in Institute of Chartered Secretaries and Administrators (ICSA-SL) OR Higher National Diploma Level in Academy of Administrative Professionals (AAP-SL)

### Experience

- ❖ Minimum of five years experience as secretary or similar capacity in the relevant field in a public or private sector organization. Those who have been Confidential Secretary/Executive Assistant to corporate or executive management member in a Financial Institution would be at an advantage.
- ❖ Ability to work independently under pressure, multitask and maintain high degree of confidentiality.
- ❖ Appealing personality with social etiquette and excellent interpersonal skills
- ❖ High level of proficiency in Microsoft office packages
- ❖ Good command in speaking and writing skills in Sinhala and English is a must and the ability to converse in Tamil would be an added advantage.

### Age

Preferably below 45 years as at closing date of applications

### Method of selection

Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview. Appointment will initially be made on contract basis.

### Remuneration

An attractive remuneration package will be available to the right candidate based on his/her professional qualifications and experience.

### Applications

Please send details of achievements and experience relevant to the job applied for together with your curriculum vitae along with copies of certificates and contact numbers of two non-related referees. The post applied for should be stated on the top left hand corner of the envelope and should reach the address given below on or before 20.07.2020.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification. All incomplete and Non – complying applications will be rejected.

The Bank reserves the right to decide the number of vacancies, postponement or cancellation of recruitment or on any other information not included in the advertisement.

### Deputy General Manager (Human Resources)

People's Bank - Head Office

NO. 75, Sir Chittampalam A Gardiner Mawatha,  
Colombo – 02.



People's Bank is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

[www.peoplesbank.lk](http://www.peoplesbank.lk)



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**PEOPLE'S  
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AA-Brand Finance Rating, AA+ Fitch Rating