

With a reputation for excellent customer service our client is one of the leading and reputed Banks in Sri Lanka.

Assistant Board Secretary

Eligibility criteria

- Attorney -at- Law preferably with a LLB. Degree awarded by a recognized university/ institute.
- Knowledge in corporate governance will be an advantage.
- Well conversant in MS Office packages with very good typing skills.
- Fluent in the English language and possess excellent writing skills.
- Preferably below 32 years of age as at closing date of applications.

Responsibilities

- Convene meetings of Board of Directors and the Board's Committee meetings.
- Formulating meeting agendas and circulation of all resolutions, board papers and other documents required for the meetings well in time.
- Ensuring all meetings are minuted.
- Assisting the preparation of the Bank's annual report.
- Ensuring minutes books are properly maintained.
- Maintaining the register of sealing documents.
- Ensuring compliance to corporate governance requirements.

This position is a permanent position in the Bank with an attractive remuneration package to the right candidate in addition to all other benefits enjoyed by the Bank Staff.

Please forward your complete resume with contact details of two non-related referees to mslr@slt.net.lk within 10 days of this advertisement quoting MSL Ref. No. 7303 in the subject line of your e-mail.

**MSL Management
Systems (Pvt) Ltd.**

✉ No: 08 Tickell Road, Colombo 08.

✉ mslr@slt.net.lk

★ www.bposrilanka.com