

JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

Executive Assistant – Compensation & Benefits

Job Profile

- Assist in efficient and accurate administration of the payroll process according to the Bank policies and compliance requirement
- Assist in effective management of compensation and benefits (EPF / ETF and Pension Fund)
- Handling Terminal payment of resignations and retirements
- Handling income tax related duties
- Flexibility in discharging duties to achieve the targets

Applicant's Profile

- Age should be below 28 years
- Minimum 02 years experience in a reputed organization in a similar capacity
- Diploma in Human Resource Management / Finance / Accounting or related field from a professional body
- High level of integrity and capability to work independently
- MS Office and IT Literacy is essential
- Excellent attention to detail and numerical accuracy
- Excellent written and verbal communication skills

The successful candidate will be provided with an attractive remuneration package including fringe benefits, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website

To apply, please visit,

www.combank.lk

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 **COMMERCIAL BANK**

Our interest is in you