

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.

Legal Assistant

Job Profile

- Perusing case records and obtaining Journal Entries from the Court Registries
- Obtaining certified copies of case proceedings, orders, judgments etc. from all courts
- Filing new actions and motions in the court registry and follow up
- Coordinate with the court official / registry / fiscal on the service of summons, notice, decree, decree nisi and writ of execution
- Maintaining case registers
- Preparing legal documents under the supervision of legal officers
- Follow up on the relevant steps to be taken on cases handled by the Bank

Applicant's Profile

- Age preferably below 28 years
- Passed G.C.E (O/L) preferably with 06 subjects with 04 "C" passes including Mathematics and "A" or "B" pass for English in a single sitting or passed Edexcel or Cambridge (O/L) examination preferably with 06 subjects with 03 "B" passes, including English and Mathematics and 03 "C" passes in a single sitting
AND
Passed G.C.E (A/L) with 03 "S" passes for main subjects (excluding General English) or 03 "C" passes at Edexcel or Cambridge (A/L) in a single sitting
- Minimum 03 years experience as a Court Clerk / Legal Assistant
- Knowledge on court practices and procedures
- Computer literacy and ability to type in English

The successful candidate will be provided with an attractive remuneration package, 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**