

BUILD YOUR CAREER WITH CARGILLS BANK

Personal Assistant to the Company Secretary

KEY RESPONSIBILITIES

- ✓ Support the Company Secretary in the effective and efficient provision of secretariat services to the Board and its sub-committees.
- ✓ Assist in preparing agendas, coordinating the production of papers and minutes, maintaining records, and ensuring effective follow-through on all action points.
- ✓ Handle sensitive and confidential documentation, including financial reports, with utmost discretion.
- ✓ Support the Company Secretary in fulfilling statutory responsibilities, adhering to relevant regulations, and ensuring compliance with the Bank's Articles of Association.
- ✓ Collect necessary information from Board members and Executive Management for the preparation of the Annual Report, ensuring timely dispatch to shareholders and regulators.
- ✓ Lodge statutory forms with the Registrar of Companies as required.

EXPERIENCE & QUALIFICATIONS

- ✓ Minimum of 4-5 years of experience in Company/Board Secretarial work.
- ✓ Full or part qualification in Chartered Secretaries and Administrators of UK or Chartered Corporate Secretaries of Sri Lanka would be an added advantage.
- ✓ Strong Communication Skills in English Language and computer literacy.
- ✓ Excellent planning, organizing and coordination skills and the ability to work independently.

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning applied for, in the subject line of the email on or before **03rd September 2024**.

Head of Human Resources

Cargills Bank PLC

No. 696, Galle Road, Colombo 03.

FITCH RATING A(LKA)

Inquiries/Feedback
011 7 640 640

Official Website

www.cargillsbank.com



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

