

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.

Assistant Company Secretary

JOB PROFILE

- Drafting board resolutions / circular resolutions and maintaining and recording minutes of board meetings / minutes of board subcommittees
- Assisting and coordinating logistics for Annual General Meetings / Extraordinary General Meetings, board meetings and subcommittee meetings
- Handling and assisting the Company Secretary with work related to board Committees / subsidiary companies of the Bank
- Assisting in ESOP, payment of dividends and debenture issues
- Performing backup duties for the reporting supervisor and higher-level assignments as required
- Ensuring full compliance with all internal and external controls
- Effectively liaising with middle management of the Bank
- Performing other duties and responsibilities as assigned from time to time by the reporting supervisor and Board of Directors of the Bank

APPLICANT'S PROFILE

- Must be an Attorney-at-Law / Chartered Secretary with a minimum of 3 years experience in a similar capacity
- Should possess the practicing certificate issued by the Registrar of Companies (ROC)
- Demonstrable boardroom experience
- Previous experience in using the BoardPAC
- Familiarity with regulatory and statutory requirements
- Should be able to maintain confidentiality and be diplomatic in carrying out tasks
- Should possess good communication skills and ability to work independently with minimal supervision
- Proficiency in MS Office
- Positive attitude and attention to detail

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

Careers

Open Positions

Assistant Company Secretary

 **COMMERCIAL BANK**