

## MAINTENANCE AIDE

Keeping a maintenance record and filling documents, invoices and instruction manuals.

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### RESPONSIBILITIES

Keeping a maintenance record and filling documents, invoices and instruction manuals.

- ▷ Keeping an inventory of maintenance tools, materials and parts.
- ▷ Reporting urgent maintenance and repair tasks to management for approval.
- ▷ Proactively performing structural maintenance and keeping grounds neat.
- ▷ Diagnosing equipment malfunctions and performing repairs.
- ▷ Obtaining approval for purchasing maintenance tools, materials, or replacement parts.
- ▷ Supervising the maintenance team.
- ▷ Following prescribed safety regulations at all times.

### QUALIFICATIONS

Passed in G.C.E. Advanced Level with 3 passes (excluding General English and General Knowledge)

**And**

Certificate course conducted by a recognized institute of technological training in the relevant field.

**Or**

Having successfully completed N V Q level 4, conducted by a recognized institute of technological training in the relevant field.

### EXPERIENCE

Minimum two years' experience in similar capacity in a reputed organization.

### REMUNERATION

Salary Scale- Rs. 49,135 – 220 x 20 - 53,535/- per month together with bank approved allowances (Cost of Living, Rent & 10% Allowance). Total monthly gross salary would be Rs.134, 900/- approximately).

**Age** - Not more than 35 years (However the age limit will not apply to those already employed in a state sector organization)

**Method of Selection** - Selection by an Interview as per the recruitment policy and procedure of the bank.

**Closing Date for Applications -20.04.2025**

#### How to Apply

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/ Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via the below email address. All applications will be treated in strict confidential and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/ or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive. **Applications should only be sent via [careers@smib.lk](mailto:careers@smib.lk).**