

## ASSISTANT COMPANY SECRETARY

### The Individual Should

- Be responsible for ensuring compliance with the CBSL Directions, Companies Act No. 7 of 2007, and Listing Rules of the Colombo Stock Exchange.
- Assist the Company Secretary in convening/effective servicing of Board Meetings, Board Sub - Committee Meetings and Share Holder meetings.
- Provide assistance to ensure the on-going maintenance/regular updating of the MBSL share Ledger.

### Profile:

- Either be an Attorney at Law or Chartered Secretary
- Possess minimum 5 - 7 years' experience in a similar position with exposure to Secretarial work related to Listed Companies, preferably in a Bank or Finance Company.
- Be registered as a Company Secretary with the Registrar General of Companies.
- Possess excellent communication skills, Fluency in English Language.

### Age:

- Preferably below 40 Years

### Remuneration:

The selected candidate will receive an attractive remuneration package on par with industry standards, along with our fringe benefits for the above positions.

### Apply Now

Closing Date: 12th August 2024

Clearly mention the position you're applying for on the email subject line or the top left-hand corner of the envelope.

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