



# STAFF ASSISTANT - CREDIT ADMIN DEPARTMENT

We are a dynamic and fast-growing finance company, which is a subsidiary of Bank of Ceylon, committed to delivery innovative financial solution to individuals and business. Join our dynamic team and be a part of a leading financial institution. We are inviting applications from suitably qualified and self-motivated candidates for the position of Staff Assistant attached to the Credit Admin Department.

## Key Responsibilities:

- Coordinate the safe custody, release, and movement of documents and records in line with internal procedures and authorized requests.
- Maintain accurate records, filing systems, and proper document segregation and archiving.
- Handle internal and external document processing through established courier and communication channels.
- Support departmental administrative requirements, including stationery and operational needs.
- Assist with customer service requirements and respond to inquiries professionally.
- Liaise effectively with internal departments, branches, auditors, and external parties to ensure smooth operations.
- Ensure compliance with company policies, procedures, and service standards at all times.

## Requirements :

- G.C.E. (A/L) Examination with 3 passes or
- G.C.E. (O/L) Examination with preferably 5 Credit passes & minimum 01 year of relevant experience
- Prior experience in office administration, documentation, or banking operations will be an added advantage
- Good computer literacy
- Strong organizational and record-keeping skills
- Courteous, disciplined, and professional attitude
- Ability to handle confidential documents responsibly

**SEND HERE**

Applicants are advised to indicate the Position applied for in the subject line of the email. Please send your detailed resume along with the names of two non-related referees within 14 days of this advertisement to the following email address.

Eg: **Staff Assistant - Credit Admin Department.**



**careers.mbsl@mbslbank.com**

Deadline: 11<sup>th</sup> of February 2026

Note: Selection will be purely on merit. Any form of canvassing will result in disqualification. Only shortlisted candidates will be contacted.

