



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: 11th of February 2026

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

