

Join the market leader

As Our nation's most trusted, acclaimed and progressive life insurance company, at Ceylinco Life, We help millions of Sri Lankans de-risk their lives by providing need-based life insurance solutions to achieve their goals in life and become better leaders in their own right. As the market leader, we are exceptionally capable of crafting more leaders to take on life at work or home, whilst creating successful partnerships with all our stakeholders and recognising and rewarding members of the Ceylinco Life family. We call this A Relationship for Life. It's the reason for our success - and yours. Our most important asset is our team of professionals, each, dedicated to moving ahead, and providing the best of service. Currently a vacancy has emerged for the post of **Company Secretary**.

Company Secretary

The Person

- Excellent organizational, time management, report writing and communication skills
- Maintaining the highest level of professionalism, work ethics in all business activities
- Multi-tasking and prioritization of activities to complete deliverables on time while maintaining flexibility and attention to detail
- Adaptability to the fast-paced environment with self-confidence and diplomacy
- Ability to anticipate needs and proactively take action to achieve a positive outcome

The Job

- Managing communications across all stakeholders and multiple teams
- Performing Board administrative tasks and preparing Board meeting agendas, Board resolutions, Board minutes etc.
- Maintaining records and documentation keeping with the regulations
- Update and maintain statutory and compliance records of the Company in a timely manner
- Arrange and attend meetings of Shareholders, Board of Directors and its Committees
- Engage in all activities in connection with Shareholders' Ledgers
- Maintain and update relevant corporate documentation
- Liaise with regulatory authorities including Registrar of Companies, SEC, IRCSL etc.

Qualifications & Experience

- A registered Company Secretary
- Member of the Institute of Chartered Secretaries & Administrations
- Minimum five years experience in a Company Secretarial Department

Remuneration

- A comprehensive package of total rewards with unique fringe benefits awaits the right candidate

If you feel that you measure up to our requirements, please send your resume to the email address given below, with contact details of two non-related referees to reach us within 7 days of this advertisement. Please indicate the post applied for in the subject line of the e-mail.

Ceylinco Life Insurance Ltd
Ceylinco Life Tower
106 Havelock Road, Colombo 5
Email: jobs@ceylife.lk
Web: www.ceylincolife.com

Issued by Ceylinco Life Insurance Limited (PB 5183)

CEYLINCO LIFE®



A Relationship For Life™