

# JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## Executive Assistant – Learning & Development

### Job Profile

- Manage training calendars, participant lists and communication materials
- Assist in the coordination and logistics of training programs, workshops and events
- Handle pre and post-training administrative tasks, materials preparation and post-training evaluations
- Collaborate with the Learning and Development team to create and update training materials, presentations and resources panels
- Stay updated on industry trends and best practices in learning and development
- Support the management of learning management systems (LMS)
- Collect and analyze feedback from training sessions to assess effectiveness
- Contribute insights and recommendations for continuous improvement

### Applicant's Profile

- Age should be below 28 years
- Minimum two (02) years experience in a reputed organization in a similar capacity
- Diploma in Human Resource Management or related field from a recognized university or professional body
- Should be a Tech Savvy individual & familiarize with commonly used software applications
- Familiarity with learning management systems and e - learning platforms
- Qualification in graphic design would be an added advantage
- Should possess excellent command in english and computer literacy
- Dynamic team player with excellent communication, presentation & interpersonal skills
- Should be a self - motivated and result - oriented individual
- Ability to work with minimum supervision

The successful candidate will be provided with an attractive remuneration package including fringe benefits, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website**

**To apply, please visit,**

[www.combank.lk](http://www.combank.lk)

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Learning & Development](#)

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