

For a **compounding** career



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Siyapatha Finance

(Finance Company of Sampath Bank Group)



Shape Your Future with Siyapatha

As a leading player in Sri Lanka's Non-Bank Financial Institutions sector and the largest subsidiary of Sampath Bank, Siyapatha Finance offers exciting opportunities for growth and innovation. If you're driven, dynamic, and ready to make an impact, we invite you to be part of our winning team.

ADMINISTRATION EXECUTIVE

The Job

- Oversee property, building, janitorial, security, and infrastructure management
- Monitor outsourced service providers for performance and cost-efficiency
- Maintain asset registers for acquisitions, maintenance, transfers, and valuations
- Manage company vehicle fleet maintenance and operations
- Ensure timely payments for utilities and service providers

The Person

- Minimum 3 years' experience in a similar role
- Degree in Business Administration/Management or equivalent professional qualification
- Knowledge of supply management, inventory control, and health & safety is an advantage
- Strong organizational and multitasking abilities
- Excellent stakeholder management and negotiation skills

We offer above the market package and attractive incentives & fringe benefits



Click to Apply!



Apply Now!



careers@siyapatha.lk



076 375 9594



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Siyapatha Finance PLC is the fully owned largest subsidiary of Sampath Bank PLC

A finance Company licensed by the monetary board of the Central Bank of Sri Lanka under the finance business act No. 42 of 2011