

Membership Operations Administrator (Evening Shift)

The Chartered Institute for Securities and Investment is the leading Chartered Professional Body for Securities and Investment Professionals globally. Headquartered, in United Kingdom and established almost 30 years ago, with net reserves worth over Rupees 3 Billion (30,000 lakhs) and a workforce of over 170 staff globally.

We are seeking a suitably qualified person for the above position to join us on a permanent basis. You will be working in our modern premises in the heart of Colombo's commercial district, in a friendly company where we actively encourage a healthy work/life balance, working Monday to Friday

You will be:

- Processing membership application forms and Statement of Professional Standing applications
- Updating membership records ensuring accurate information is recorded
- Assisting with the membership renewal process
- Preparing basic statistics on membership numbers
- Working 40 hours a week, Monday to Friday, 12 pm to 9 pm each day
- Required to work on Poya days, Public/Mercantile Holidays
- You will **not be** required to work on the UK public holidays
- A night shift allowance will be paid in addition to your salary

In order to be the successful candidate, you will need to have:

- A minimum of two years' office work experience
- Excellent written and oral English, as you will be communicating with our clients in English
- Excellent telephone etiquette
- Good Microsoft Office computer skills
- The ability to multitask and meet deadlines
- Attention to detail and accuracy
- A positive attitude, be a confident self-starter who is highly committed and flexible

The offer of employment will be subject to satisfactory references including a police report.

There will be a competitive remuneration package on offer which includes after probation period:

- A friendly work environment and training
- Medical benefits, Insurance Cover
- Travel Allowance
- Sports club subsidy

If you believe that you are the ideal person, please send us your resume to HR@cisi.org stating the position applied on the subject field.