

Join the Best for a Journey of Excellence

If you are looking for a career that will help you stand tall, join People's Leasing & Finance PLC (PLC) and fulfill or unleash your potential to change your world. PLC is a public quoted company with enduring vision on being a vibrant award winning financial service provider and a superior player in the last 3 decades of non – banking financial service landscape. PLC is spreading its wings across more than 100 Branches island wide.

Whether you want a career that could take you to the top or to be a game changer or simply take you in an exciting new direction, PLC provides opportunities, support and rewards that would push you towards greater heights. Today, people's Leasing & Finance PLC is also a formidable group of 6 subsidiary companies comprising of People's Insurance PLC, People's Leasing Fleet Management Limited, People's Leasing Property Development Limited, People's Micro Commerce Limited and People's Leasing Havelock Properties Ltd and Alliance Finance in Bangladesh. We are also driven by a performance culture with an unmatched level of quality and integrity by ethical business practices. Hence our brand reputation is held in high esteem. Also Company has been rated A(Ika):Out look (Stable) by Fitch Ratings Lanka Limited.

Support Staff – Horana, Puthukkudiyiruppu Branch

Role Profile

We are seeking an accomplished and highly organized Branch Support Services Officer to play a key role in ensuring operational excellence our branch network. This role requires a proactive professional who can optimize branch workflows, enhance operational efficiency, and support the achievement of strategic objectives at both branch and organizational levels.

Key Responsibilities

- Oversee and support operational activities across assigned branches, ensuring adherence to company policies and regulatory requirements.
- Collaborate with branch managers and head office teams to streamline processes and improve overall branch performance.
- Maintain accurate records, prepare management reports, and provide insights to support decision-making.
- Contribute to the implementation of operational initiatives and projects to enhance efficiency and service quality.
- Provide support to branch staff to ensure seamless day-to-day operations.
- Uphold the highest standards of customer service, professionalism, and compliance of the branch.

Candidate Profile

- Passed G.C.E. Advanced Level qualification.
- Bachelor's degree in Business Administration, Finance, or related discipline; professional qualifications will be an advantage.
- Proven experience in branch operations, support services, or administrative management within the financial services sector.
- Strong analytical, organizational, and problem-solving capabilities.
- Exceptional communication, leadership, and interpersonal skills.
- Proficiency in MS Office and branch management systems.

"Successful Candidate will be provided with an attractive remuneration package and fringe benefits commensurate with benchmarked institutions."

Any form of canvassing will be regarded as a disqualification.

Applicants are invited to submit comprehensive curriculum vitae with names of two non – related referees, copies of relevant certificates along with a passport size photograph to the address given below on or before **09th April 2026**.

Application should be sent to:

Head of HR,
People's Leasing & Finance PLC,
No.1161, Maradana Road, Colombo 08.
Web: www.plc.lk | E-mail – careers@plc.lk
We will correspond only with applicants shorts listed for interview.