

**LEASING ASSISTANT/EXECUTIVES**

**EASTERN/WESTERN/NORTHWESTERN/NORTHERN/UVA/SABARAGAMUWA/CENTRAL/SOUTHERN**

Asia Asset Finance PLC, part of Muthoot Group of Companies (World’s Largest Gold Loan Company and one of the Largest Finance Companies in the World) is a Public quoted company listed in the Colombo Stock Exchange and a Finance Company licensed and regulated by the Central Bank of Sri Lanka. Due to the expansion of our business activities, we seek dynamic individuals to join our growing team.

**We are seeking energetic individuals to join our team as Leasing Assistant/Executives**

**Job Description**

* Assist in processing lease applications and agreements
* Coordinate with clients,internal teams and vendors regarding lease terms and conditions
* Prepare and maintain accurate leasing documents,including contracts,amendments and renewals
* Assist with lease approvals and documentation work flows
* Ensure that all lease agreements comply with company policies legal requirements and industry standards
* Handle phone calls emails and other forms of communication with clients,vendors and internal terms

**Job requirement**

* Prior experience leasing,finance or similar administrative role
* Age Limit 20-40
* Excellent organizational and leadership skills

**Attractive remuneration package awaits the selected candidate**

**Asia Asset Finance PLC is an Equal Opportunity Provider.**

**Click here to apply.**

Head of HR

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