



Airport & Aviation Services (Sri Lanka) Limited



We are looking for highly motivated individuals with right attitudes to fill the following vacancy

POST OF ADMINISTRATIVE OFFICER (ON CONTRACT)

1. **Qualifications** :
 - a. Should have passed the G.C.E (A/L) examination in three (03) subjects.

AND
 - b. Should have passed the G.C.E (O/L) examination in six (06) subjects with credit passes in English, Mathematics and Sinhala.

AND
 - c. At least Ten (10) years experience in the administrative field at medium or large scale organizations.

AND
 - d. Should possess excellent working knowledge of office systems and procedures.

AND
 - e. Should be fluent in both written and spoken in English and Sinhala.
2. **Age** : Below **47** years on the closing date for applications.
3. **Method of Selection** : Selection will be made after Test and/ or interview.
4. **Remuneration** : Fixed Allowance per month.
5. **Contract Period** : Period of contract shall be six (06) months.

POST OF SUPERVISOR (BUNGALOWS) (ON CONTRACT)

1. **Qualifications** : a. Should have passed the G.C.E (O/L) examination in six (06) subjects with credit passes in English.
- AND**
- b. Diploma in Hotel Management.
- AND**
- c. At least Five (05) years experience in the relevant field in Supervisory capacity.
- AND**
- d. Should possess excellent communication skills in English and Sinhala.
2. **Age** : Below **40** years on the closing date for applications.
3. **Method of Selection** : Selection will be made after Test and/ or interview.
4. **Remuneration** : Fixed Allowance per month.
5. **Contract Period** : Period of contract shall be six (06) months.

General

The selected candidates will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications, please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **May 21, 2019 only by Registered Post**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.

Please note that only the short listed candidates will be notified.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**