



SRI LANKA STATE TRADING (GENERAL) CORPORATION LTD



No.100, Nawam Mawatha, Colombo 02

VACANCY

PERSONAL ASSISTANT TO CHAIRMAN

Sri Lanka State Trading (General) Corporation requires the service of a dynamic, experienced and motivated candidate for the following position.

PERSONAL ASSISTANT TO CHAIRMAN (01 VACANCY)

Job Responsibilities

- Manage calendar, update appointments and give timely reminders to ensure appointments are not over lapsed and missed.
- Arrange & coordinate meetings, prepare relevant reports/presentations & letters
- Handle all documentations, e-mails, calls and manage day to day administrative matters

Qualifications

- Passed G.C.E. (O/L) examination & G.C.E. (A/L) examination
- Proven work experience as a secretary or administrative assistant
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills (English & Sinhala)
- Proficiency in MS Office Package application & E mail functions

Age

Should be not less than 35 years and not more than 55 years.

Salary

Basic Salary Rs.42,600/= + Government Approved Allowances

To apply for this role, please send your full CV to lankagen@slt.net.lk within 14 days of this advertisement.

Applications received after the closing date will not be considered.

TEL : 0112422341/2440880

Chairman/MD

FAX : 0112447970

Sri Lanka State Trading

E-MAIL : lankagen@slt.net.lk

(General) Corporation Ltd

WEB : www.stcgeneral.com

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Colombo 02.