



FOR THOSE WHO
DARE
Here is your home.

Personal Assistant/ Secretary to CEO

Allianz is the home for those who dare – a supportive place where you can take the initiative to grow and to actively strengthen our global leadership position. By truly caring about people, we foster a culture where our employees are empowered to collaborate, perform, embrace trends and dare to challenge the industry.

Are you the type of person who thrives on building strong relationships to transform business and achieve measurable impact? If yes this is the home for you.

We are seeking a very methodical and versatile personality who can carry herself as a very confidential & accountable supporting assistant to the most responsible person of the organisation to execute his functionalities very smooth.

You'll be responsible

- in effective management of CEO calendar and provide physical and virtual meeting scheduling assistance as required.
- in taking and following up with meeting minutes and drafting relevant communications .
- in managing all secretarial work in compliance with organizational rules and regulations up keeping the values of the role.

Important to your success in the role:

- A record with a great career history handling a role in similar capacity.(Retirees who has sound knowledge and experience would be highly considered).
- Degree or Diploma in administration or management or any professional qualification in the field of secretarial would be advantageous.
- Ability to work with minimum supervision.
- Strong communication skills in both Sinhala/Tamil and English languages.
- Self-motivated personality with strong interpersonal and team management skills .
- A strong personality who can uphold the key values of integrity, confidentiality and the work ethics.

The ideal candidate can look forward to a rewarding career coupled with attractive remuneration package.

Applicants who are interested may send their CVs to princyd@allianz.lk on before 22nd June 2020, mentioning the post apply on the subject bar.