

## JUNIOR EXECUTIVE – HIGH PERFORMANCE CENTRE

Sri Lanka Cricket is seeking a dynamic Junior Executive – High Performance Centre to oversee and manage the administrative functions of the HPC, ensuring smooth operations and support for players, coaches, and staff.

### Key Responsibilities

- Coordinate and manage the daily administrative operations of the High Performance Centre
- Maintain records and schedules for training programs, player assessments, and team activities
- Liaise with coaches, players, and departments to ensure effective communication and operational efficiency
- Organize logistics for training sessions, workshops, and events, including travel and accommodation arrangements
- Monitor the usage and maintenance of facilities and equipment at the High Performance Centre
- Prepare and present administrative reports and updates to senior management
- Ensure compliance with SLC policies and standards within all administrative processes
- Perform any other duties as assigned or directed by the Director of Cricket - National

### Required Qualifications & Experience

- A diploma in Business Administration, or a related field
- 2+ years of experience in an administrative or coordination role, preferably within sports organizations
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Fluency in English – both verbal and written
- Proficiency in Microsoft Office Suite and strong IT knowledge and skills
- Ability to work in a fast-paced, dynamic environment and handle multiple tasks effectively
- Age between 20–25 years
- Passion and experience playing any sport, with an understanding of game operations, are added advantages

An attractive and negotiable remuneration package with other fringe benefits and excellent career prospects awaits the selected candidate.

All applications should be forwarded to [vacancies@srilankacricket.lk](mailto:vacancies@srilankacricket.lk) along with the names of two non-related referees who are not employed by Sri Lanka Cricket, within 7 days from the date of this advertisement.

*\*Please mention the post applied for on the subject line of the email*

*\*Please ensure all employment criteria is met prior to applying*

*\*Canvassing in any form will be a definite disqualification*