



Airport & Aviation Services (Sri Lanka) (Private) Limited



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

VACANCIES FOR SECRETARIES GRADE IV (ON CONTRACT)

Job Scope : Maintain secretarial functions in the respective divisions assigned by the Head of Division or the authorized officer by coordinating all office activities and performing secretarial assignments

- Key Responsibilities** :
- 1) Office coordination , scheduling meetings ,preparing and maintaining office records , reports and correspondence
 - 2) Preparation of Divisional/Sectional budget as per the directions by the immediate supervisor.
 - 3) Compose routine Correspondence .
 - 4) Take dictation in shorthand and transcribe
 - 5) Sort incoming Correspondence .
 - 6) Operate standard office equipment
 - 7) Determine needs and other office supplies , equipment repair and maintenance services through proper channels .
 - 8) Maintain confidentiality of documents and informations received .

- Qualifications & Experience** :
- i. Should have passed GCE (O/L) Examination at least in Six (06) Subjects with credit pass for English.
 - ii. Should have passed 03 subjects at the GCE (A/L) Examination in one sitting
 - iii. Successful completion of a course on Secretarial Practice equivalent to NVQ Level III
 - iv. Should have a speed of 30 w.p.m (Sinhala) and 40 w.p.m.(English) Typing

- v. Fluency in Written and Spoken English.
- vi. Computer Literacy
- vii. A minimum of Two (02) years experience as a Secretary/ Stenographer in a reputed organization.

Age : The age should be Below 30 years on the closing date of applications.

Special Condition : Initially selected candidates will be recruited on contract basis.

Salary : The Salary will not be less than Rs.60,000/- per month..

Method of selection : Candidates should face for an English Written Test , Typing Test and Interview.

Note : Those who are not having the requested experience but having all the other qualifications shall be considered to be appointed as Trainee Secretaries.

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 and experience, please send in your resume prepared according to the application given in our Website <http://www.airport.lk>Corporate>careers> with copies of the relevant certificates to the following address on or before **March 25 , 2021 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 application given in our Website will be rejected.

Please note that only short listed candidates will be notified.

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



Airport & Aviation Services (Sri Lanka) (Private) Limited



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

POST OF INTERNAL AUDITOR GRADE II

1 Job Scope : To provide financial and quality audit services, by carrying out audits assigned as per the approved Assignment Proposal (AP), while ensuring amongst others generally accepted principles of Corporate Governance.

- 2 Key Responsibilities** :
- i) Once the audit assignment is entrusted, he/she is required to prepare the Assignment Proposal (AP) and submit same to Head of Internal Audit & Quality Assurance for approval.
 - ii) Audit works are to be performed as per the approved AP.
 - iii) To supervise the work of other audit staff.
 - iv) To attend to any administrative works as entrusted.
 - v) To perform any other related duties assigned.

- 3 Qualifications & Experience** :
- a. Should possess membership of ICASL/CIMA/ACCA
 - b. Should possess a minimum of **two (02) years** post qualifying experience in Auditing/Accounting at Executive Level in a reputed organization
 - c. Preference will be given to those who possess a Degree in Accountancy/Finance/Business Administration/ Management/ Commerce from a university recognized by UGC in addition to the above professional qualification

4 Age : Below 40 years on the closing date of applications

5 Salary : The remuneration package offered will be attractive. In addition, the selected candidates will receive attractive fringe benefits.

6 Method of selection : Selection will be made after an interview

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 and experience, 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 **March 25, 2021** 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) (PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**