



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



We are a State Owned Enterprise (SOE) registered as a Private Company under the Companies Act No. 07 of 2007

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

COMPANY SECRETARY (ON PART TIME)

at the Airport Aviation Services (Sri Lanka) (Private) Limited

Services will be required at :

- Regular and Special Board Meetings of the Board of Directors
- Audit and Management Committee Meetings
- Events the Common Seal is placed on documents

Eligibility Criteria;

- An Attorney-at-Law
- **Or**
- An Associate/Fellow Member of the Institute of Chartered Accountants
- **Or**
- An Associate/Fellow Member of Chartered Institute of Management Accountants of UK
- **Or**
- An Associate/Fellow Member of Institute of Chartered Secretaries and Administrators of UK
- **And**
- Registered at the Registrar of Companies to function as a Company Secretary
- **With**
- 06 years' experience as Board Secretary/Company Secretary to the Board of Directors in a reputed Organization
- **With**
- Good understanding in Corporate Governance with strict confidentiality Compliance, fluency in English and conversant in Microsoft Office packages with high level computer literacy.
- Age above 35 years and preferably below 45 years as at closing date of applications.

Salary : The salary will not be less than Rs.150,000/- per month.

General :

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in the Website with copies of the relevant certificates to the following address on or before **May 31, 2022 only by Registered Post or Courier Service.** 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 in our Website will be rejected.

Please note that only qualified candidates will be notified at all stages of the selection process.

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

Advertised On: 22/05/2022