



Government of the
Democratic Socialist Republic of Sri Lanka



Ministry of Investment Promotion

Lanka Sugar Company (Pvt) Ltd

External Vacancies

Lanka Sugar Company (Pvt) Ltd which produces brown sugar and number of other by products of sugar cane, considered as the largest industry in Sri Lanka, invites applications to fill the vacancy of Executive Secretary at its head office. Applications are invited from eligible Sri Lankans with caliber to fill the following vacancies.

Executive Secretary– 01 Vacancy

Qualifications & Experience

- Shall have passed 03 subjects at G.C.E. (A/L) Examination
- Shall have obtained a Diploma or an equivalent qualification relevant to the field.
- Shall have 05 years of experience as an Executive Secretary
- Ability to perform duties in both Sinhala and English languages and basic computer knowledge

Should be less than 30 years of age

Key Responsibilities

- To coordinate, attend and take minutes for the CEO's Meetings
- To coordinate Board / Sub Committee papers and documentation required for the Board / Sub Committee meetings
- To Provide administrative services including diary Management Booking Meetings, planning events, and prioritizing emails for the CEO

Ensure guest meetings with CEO are well looked after applicants with the above qualifications and experience should send their applications within 14 days of posting this advertisement to the address below.

Chairman
Lanka Sugar Company (Pvt) Ltd,
No 27, Melbourne Avenue, Colombo 04,
Sri Lanka.