

Legal Assistant - Legal and Corporate Affairs

Colombo International Container Terminals Limited

This position is in the Legal Department and directly reporting to the Senior General Manager- Legal.

Primarily responsible for providing legal and administrative support and to act as a Personal Assistant.

Qualifications, Experience, other Attributes

- Attorney – at – law, with a minimum 04 years' experience mostly in a corporate law environment would be an added advantage.
- Fluent in English Language and strong communication skills, both verbal and written.
- Excellent organizational and time management skills.
- Ability to handle sensitive information with the utmost discretion and maintain confidentiality.
- Good scheduling and follow up skills. Ability to work under pressure and acquire knowledge quickly.
- Strong interpersonal skills and well - versed in MS office applications.
- Willing to work long hours, if necessary.
- The candidates age below 35 years with a pleasant personality and positive attitude.

If interested, please forward your resume to **careers@cict.lk** with the names of two non-related referees, indicating "**Legal Assistant - Legal & Corporate Affairs**" in the subject line before **05th April 2024**.

Colombo International Container Terminals Limited

Port of Colombo

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www.cict.lk