

DON'T MISS THE CALL

Join our team today!



Sri Lanka Telecom (SLT) Group is one of the most valuable blue chip companies in Sri Lanka with an annual turnover over Rs. 110 Billion and more than 7000 employees. SLT Group comprises SLT PLC and five subsidiaries including Mobitel (Pvt.) Ltd, the mobile arm, having unified as SLT-MOBITEL to create a formidable force as the digital technology leader in Sri Lanka.

ASSISTANT SECRETARY TO TOP EXECUTIVE

We are looking for high caliber, results-oriented and experienced candidates to join as the Assistant Secretaries to the Chairman & Board of Directors Office and Assistant Secretary to the CEO's Office for immediate employment

Job Responsibilities:

- Assisting Chairman's / CEO's Secretary in performing administrative duties in Chairman's Office / CEO's Office.
- Manage all correspondences and communications in the office.
- Set up and maintain document management systems, include all filing and documentation as per the company standard, preparing and disseminating correspondences.
- Arrange for any materials required such as presentations, documentations, print-outs, memos, diary etc. for all Chairman's / CEO's meetings efficiently.
- Make travel arrangements for the officers and accompanying personnel which includes reservations.
- Coordinate the flow of information both internally and externally.
- Liaison with internal and external contacts.
- Support and facilitate the completion of regular reports.
- Maintain office supplies in collaboration with the relevant departments and keep an up-to-date record of all stock inventory levels to order/acquire supplies needed.
- Take notes in meetings, conferences and day to day activities of the Chairman and the other Board of Directors / CEO.

Candidate Profile:

- Diploma or equivalent qualification in secretarial practice from recognized institute.
- Having post-qualifying experience in a similar capacity from a large organization or listed company would be an added advantage.
- Excellent interpersonal and communication skills.
- Ability to handle official documentation, e-mail communication, comprehensive command, confidential documentations, agreements and handle appointments.
- Ability to work under pressure and meet tight deadlines.
- Excellent oral and written communication skills in both English and Sinhala.

The Offers/Conditions

- Appointment will be on contract basis for 2 years period.
- Salary Negotiable. Right candidate would be provided with a competitive remuneration package.

Method of Application

Application should be submitted via online. Complete the online application using the link below, submit with curriculum vitae together with scanned copies of birth, educational and other relevant certificates within 10 days of this advert.

Applications without supporting documents will not be entertained and applications sent by post will not be accepted.

Apply online via: <https://careers.slt.lk/> or visit www.sltmobitel.lk (careers page).



Scan here to apply