



***AASL is hiring the best talent to the best and
we are an equal opportunity employer***

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

**POST OF TRAINEE PROGRAMME PROMOTION CUM
INFORMATION RESOURCE ASSISTANT**

1. Job Scope

To acquire and retain a clientele both local and overseas for the commercial programs conducted by the Sri Lanka Airport & Aviation Academy by engaging in vigorous and strategic marketing.
To assist in the running of the Information Resources Centre of the Sri Lanka Airport & Aviation Academy.

2. Key Responsibilities

- a) Maintain a gratified clientele
- b) Promote the commercial programs of the Sri Lanka Airport & Aviation Academy
- c) Maintain a good customer interface
- d) Keep track of competition
- e) Ensure the availability of high quality promotional material
- f) Uncover new Opportunities for product introduction
- g) Assist the smooth functioning of Information Resource Centre
- h) Promote use of Information Resource Center Facilities
- i) Write business letters/ reports/ memos and emails
- j) Communicate over the phone
- k) Carry out any other duties and special tasks assigned/ entrusted by the immediate Supervisor or Senior Officer

6. Qualifications

- 1) Should have passed the G.C.E. (O/L) in 06 subjects with credit passes in English and Mathematics
- 2) Should have passed the G.C.E (A/L) in 03 subjects
- 3) Should possess a "Diploma in Aviation " from a recognized institution.
- 4) Should have a pleasing personality skills in public relations
- 5) Should have a flair for marketing and ability to keep books & publications in an orderly manner
- 6) Should have excellent communication skills to interact with local & international clients

3. Age

Below 30 years on the closing date for applications.

4. Method of Selection

Selection will be made after a Written Test and an Interview.

5. Salary

All inclusive fixed allowance will be paid during the training period.

Note : Selected candidates will be on the job training for a period of One (01) year. After successful completion of on the job training, selectees will be absorb in to the Permanent Cadre of AASL as Programme Promotion Cum Information Resource Assistant Gr III.

General

Language : Good written and spoken communication skills in English and Sinhala is Skills required. Conversant in Tamil Language will be an added advantage.

The selected candidate will have to perform duties at any location of the company 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 address **Chairman, Airport & Aviation Services (Sri Lanka) (Private) Limited, Bandaranaike International Airport, Katunayake** to be reached on or before **November 14, 2025 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

The applications without copies of relevant certificates or forwarded in other modes or not in accordance with the specimen given on our Website and applications received to this office after the closing date of the application 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 **26/10/2025**