



# PERSONAL ASSISTANT TO COMPANY SECRETARY

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, the premier print media institution in Sri Lanka, invites applications from suitably qualified, experienced, and dynamic professional to fill the position of **Personal Assistant to Company Secretary.**

## Qualifications and Requirements:

- **Bachelor's Degree** (Business Administration /Management / Commerce/Law/Arts or related field) with at least 01 year relevant experience in Jnr.Executive Position or Bachelor's Degree (Business Administration /Management / Commerce/Law or related field) with at least 3 years relevant experience in a clerical (Staff/Supervisor) position
 

**or**
- **Professional membership** (ICCSSL) with at least 1 year experience in Jnr.Executive Position or Relevant recognized Professional membership with at least 3 years relevant experience in a clerical (Staff/Supervisor) position
 

**or**
- **Relevant NVQ level 05** with at least 3 years experience in Jnr.Executive Position or Relevant NVQ level 05 with at least 5 years relevant experience in a clerical (Staff/Supervisor) position
  - Diploma in Executive Secretaries & Personal Assistants/Company Administration & Secretary proficiency or related field will be an added advantage
  - Proven experience in board proceeding and company secretarial work
  - Language proficiency in Sinhala and English
  - MS Office skills - Sinhala and English typing, good communication skills and legible hand writing.
  - Outstanding communication and interpersonal skills
  - Confidentiality of information, documents thus required high level of trustworthiness
  - Attention to detail and responsiveness

## Key Responsibilities:

- Manage and coordinate the Company Secretary's schedule, including meetings, appointments, and meeting room reservations.
- Prepare, draft, and ensure the timely and accurate completion of correspondence, reports, presentations, minutes, and other official documents as assigned.
- Maintain and regularly update the records, registers, and confidential documents of the Company Secretary's office in accordance with statutory and organizational requirements.
- Handle routine internal and external correspondence, including incoming and outgoing mail, emails, and other communications, on behalf of the Company Secretary and the Division.
- Establish and maintain an efficient filing and document management system to ensure easy retrieval of information and accurate record-keeping.
- Attend to internal and external telephone calls and inquiries professionally on behalf of the Company Secretary and the Division.
- Coordinate, organize, and successfully execute corporate events assigned to the Division, including the Annual General Meeting.
- Ensure timely coordination and accuracy of Directors' Final Accounts in line with statutory and organizational guidelines.

Those interested please apply with detailed resume within 07 days of this advertisement to  
**careers@lakehouse.lk**



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