

VACANCY

ASSISTANT MANAGER -SECURITY



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 **Assistant Manager – Security**

Qualifications & Requirements:

- At least the rank of Lieutenant or equivalent in the Tri- Forces/ Civil Defence or Inspector of Police in the Department of Police.
- Experience in security operations, protection duties, surveillance, access control, emergency response, and incident management
- Experience in conducting disciplinary investigations
- Experience in fire protection
- Strong discipline, leadership, integrity, and professional conduct
- Ability to maintain confidential information
- Physically fit and medically suitable to perform assigned duties

Key Responsibilities:

- Carry out investigations conducted to maintain discipline within the organization
- Represent the Security Department in investigations conducted by the Legal Department of the organization and provide assistance in court proceedings
- Maintain a good relationship with the Police and obtain police assistance for the official duties and operations of the organization
- To verify addresses and handle the delivery and transportation of confidential documents
- Properly inspect the branch offices, warehouses, and properties belonging to the organization
- To perform duties as the officer in charge of the Armoury

Age : Less than 40 years at the date of closing application

Those interested please apply with detailed resume within 07 days of this advertisement to

careers@lakehouse.lk



**LAKE
HOUSE**

THE HUMAN RESOURCES DEPARTMENT
THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.
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