



Assistant Manager – Corporate Office Administration

Litro Gas Lanka Ltd is a trusted national brand with a proud 150 year heritage in business, leading Sri Lanka's LPG market with over 80% market share. Our products are essential to the daily lives of millions of Sri Lankans, and we ensure uninterrupted supply through the widest and most robust island-wide distribution network in the country.

We are seeking a highly organized, professional, and dynamic individual to join our Corporate Office as Corporate Office Secretary, providing direct secretarial and administrative support to the Chairman and Chief Executive Officer.

Key Responsibilities:

- Provide comprehensive secretarial and administrative support to the Chairman and Chief Executive Officer.
- Manage calendars, appointments, meetings and official engagements of the Chairman and CEO.
- Coordinate Board Meetings, MTM Meetings, and other corporate meetings, including preparation of agendas, minutes, and follow up actions.
- Draft, review, and manage correspondence, reports, presentations, and confidential documents when necessary.
- Maintain effective filing and document management systems, board meeting minutes, MTM meeting minutes ensuring accuracy, confidentiality, and easy retrieval of records.
- Coordinate with Board Members, other internal departments, government institutions, regulators, and external stakeholders on behalf of the Chairman and CEO.
- Handle highly confidential and sensitive information with utmost discretion and professionalism.
- Ensure smooth day to day operations of the Corporate Office and provide administrative support for special projects and events when required.
- Perform any other duties assigned by the Chairman or Chief Executive Officer.

Candidate Profile:

- A Diploma or Professional Qualification in Secretarial Practice such as Chartered Secretaries Sri Lanka, Association of Administrative Professionals, or an equivalent qualification.
- Minimum 8 years' experience as an Executive Secretary, Corporate Secretary, or in a similar role supporting senior management.
- UGC approved Bachelor's Degree in Business Administration, Management, Law or a related discipline will be an added advantage.
- Excellent command of English and Sinhala, both written and spoken.
- Strong organizational, communication, interpersonal, and time management skills.
- High level of professionalism, integrity, and ability to maintain confidentiality.
- Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and email correspondence.
- Ability to work under pressure, manage multiple priorities, and meet tight deadlines.
- Willingness to work extended hours when required to support business and corporate activities.
- Age below 45 years.

An attractive remuneration package await the right candidate.

Please email your updated CV with a recent photograph and contact details of two non related referees within 14 days of this advertisement to: careers@litrogas.com