BE A PART OF A WORLD-CLASS TEAM

National School of Business Management – NSBM Green University, the premier degree-awarding institute in Sri Lanka, with a modern academic environment and world-class facilities, invites applications from suitably qualified candidates for the post of **Executive Secretary**.

EXECUTIVE SECRETARY

A dynamic, intellectually driven, and highly professional individual with exceptional organisational, communication, and interpersonal skills is sought to provide comprehensive executive and administrative support.

Job Responsibilities

- Provide executive secretarial and administrative support for daily operations.
- Manage schedules, appointments, meetings, travel arrangements, and official correspondence.
- Prepare and maintain reports, minutes, presentations, and official documents.
- Coordinate with internal departments, external stakeholders, and relevant authorities.
- Organise meetings, events, and official engagements, including necessary follow-ups.
- Maintain confidentiality, effective records, and timely completion of assigned tasks.

Qualifications and Experience

- Bachelor's Degree from a recognized university, preferably in Business Administration, Human Resource Management, Management, or a related discipline.
- Minimum of 2–3 years of experience in executive secretarial, administrative, human resources, or a related field.
- A postgraduate qualification will be an added advantage.
- Excellent English and Sinhala communication skills, IT proficiency, professional conduct, and multitasking ability.

An attractive remuneration package beyond industry standards and internal accommodation is on offer for the ideal candidate.

Application Procedure

Interested candidates are invited to apply through one of the following methods:

1. **Email** – Send your CV to careers@nsbm.ac.lk, with the position applied for stated in the subject line.
2. **Registered Post** – Submit your detailed CV with a cover letter by postal mail to the address below. Please mark the position applied for on the top left-hand corner of the envelope.
3. **Website** – Complete the online application form and upload your CV via the NSBM Careers web page: https://www.nsbm.ac.lk/careers/

Deadline: 15th November 2026

Vice Chancellor

National School of Business Management

NSBM Green University

Pitipana, Homagama.

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