



# SLIIT

*Discover Your Future*

## PERSONAL EXECUTIVE

Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. SLIIT is committed to providing the best student experience through highly committed academic and non-academic staff who teach, mentor, guide and support a community of nearly 10,000 students.

We are looking for an experienced and dynamic individual to join our team as the **Personal Executive** to the Chairman.

The ideal candidate for this managerial level position should be able to oversee and execute all administrative and operational activities of the Chairman's office. Substantial experience in dealing with internal policies, managing confidential correspondence, interacting with senior staff members and national/international stakeholders, and ensuring the smooth operation of executive offices are the key requirements for this position.

### **The Ideal Candidate Should Possess:**

- A Bachelor's Degree or an equivalent qualification at the NVQ 7 level from a recognized university / Institute with 7 years experience after graduation, **OR** G.C.E. (A/L) and relevant qualifications together with a minimum of 15 years experience.
- A flair for administrative work and a dynamic personality.
- Excellent communication skills in English, and interpersonal skills.
- Strong planning and organizing skills.
- The ability to interpret policies and procedures with meticulous attention to details.
- Proven track record of excellence in secretarial / executive assistant level work and office management in line with the required duties.

**A competitive salary commensurate with qualifications and experience will be offered to the successful candidate.**

Please send your application via email to [careers@sliit.lk](mailto:careers@sliit.lk) clearly indicating the post applied, to reach us **within 10 days** of this advertisement.