

CONFIDENTIAL SECRETARY

Key Responsibilities :

Responsible for supporting the management of Sri Lanka Cricket and will also be required to provide administrative support and perform numerous duties including scheduling of meetings, writing correspondence and will be responsible for taking down meeting minutes.

The ideal candidate should :

- Be below the age of 35 years with a pleasing personality
- Be professionally qualified in secretarial practice
- Have a minimum of 7 years of experience in a similar capacity
- Possess a high level of computer literacy
- Have an excellent command of both spoken and written Sinhala and English.
- Be able to handle work under pressure with minimum supervision
- A degree from a recognized university will be an additional qualification

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for!

Attractive and negotiable remuneration packages with other fringe benefits and excellent career prospects await the selected candidates.

Please forward a completed resume' with contact details of 2 non related referees to, vacancies@srilankacricet.lk within 7 days of this advertisement.