



# BOARD OF INVESTMENT OF SRI LANKA

## ADMINISTRATIVE ASSISTANT

The Board of Investment of Sri Lanka (BOI) is the apex agency of the government promoting and facilitating foreign direct and local investment in priority sectors of the economy. The BOI plays a pivotal role in transforming the Sri Lankan economy to become a globally competitive manufacturing and services export hub.

The BOI is seeking energetic, dynamic and experienced individual with high integrity and stamina for hard work to be recruited as Administrative Assistant on contract basis.

### **The Job Role :**

- Provide secretarial and administrative assistance
- Maintain a methodical and effective documentation and filing system
- Attending to internal and external communications
- Organize and coordinate meetings/ taking of minutes / preparation of reports
- Liaise effectively with internal divisions/ departments and external organizations
- Duty at the Reception Desk as and when required

### **Key Requirements of the Candidate:**

- Pleasant personality with good interpersonal skills and social etiquette
- Excellent communication skills in English, both written and verbal
- Ability to handle correspondence with confidentiality
- Able to work extended hours when required
- Sound computer literacy
- Able to participate at official visits
- Should be disciplined, proactive and self-motivated
- Age below 28 years
- Preferably a Female Candidate

### **Qualifications and Experience:**

- Passed the G.C.E (A/L) examination in three subjects (other than the General Paper)
- Passed the G.C.E (O/L) examination in six subjects with credit passes for five subjects including English Language/ Sinhala or Tamil Language /Mathematics at not more than two sittings
- Minimum 2 - 3 years of experience in a similar capacity

### **Salary :**

- Negotiable

### **General Conditions:**

#### **Every candidate,**

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well

### **How to apply:**

Applications providing necessary information including the details of personal information, qualifications, work experience and candidate's photograph (recently taken) with the details of two non-related referees should be sent to [hrrcruit@boi.lk](mailto:hrrcruit@boi.lk) to reach on or before **15th March 2022**.

Applications which do not conform to the above requirements, incomplete applications and applications received after the closing date will be rejected without notice. Any form of canvassing will lead to disqualification. The BOI reserves the right to decide the shortlisting process of candidates, number of positions to be filled or to postpone/cancel the recruitment process.

