

Our client is a well-established Insurer and a fully owned Subsidiary of one of the top Blue-chip conglomerates. Committing to provide world class-levels of service they are on the lookout for an experienced, dynamic and self-driven professional to join their team as;

Office Manager / Confidential Secretary

Ideal Candidate Profile

- Good interpersonal skills, social etiquette and proficiency in MS Office packages.
- Able to work independently under pressure.
- Should possess at least 10 years' experience in a similar work capacity.
- Fluency in English and corporate communication.
- Age between 45 to 50 years.

Job Profile

- Perform various secretarial, clerical, and administrative duties, with specialized attention to the fact that the information, decisions and communication involved may be sensitive and / or confidential.
- Schedule meetings and appointments, prepare agendas, maintain calendar and make travel arrangements for the Managing Director.
- Attend all meetings such as Board meeting, ExCo meeting, Audit Committee meeting, Investment Committee, take down minutes, circulate them among participants and follow up on the action points.
- Email correspondence of the office, responding to routine requests for information and transcribing, word processing and proofing letters and responses.
- Welcoming and greeting visitors in person or over the telephone, answering or referring inquiries, preparing messages and directing visitors and giving instructions.
- Prepare Board Papers, create and maintain a clean, attractive, orderly safe and efficient office environment.
- Receive, sort, log and distribute daily incoming mail and deliveries.
- Prepare and disseminate correspondence, memos and forms related to MD's office.
- Be updated about the contact information of employees, customers, suppliers and applicable external partners.

An attractive and negotiable remuneration package will be offered based on qualifications, experience and competence.

Please forward your complete resume in PDF format with contact details of two non-related referees to mslrcv@slt.net.lk within 10 days of this advertisement quoting MSL Ref. No. 8025 in the subject line of your e-mail.