

CONFIDENTIAL SECRETARY

Sri Lanka's Largest Government Owned Retail Chain

The Confidential Secretary is responsible for specialized administrative and secretarial support services and coordination between the Chairman and Executive Team of the company.

What We Do

- Provide products at affordable prices with high quality to a larger consumer community in a respected manner.
- Serve as a platform for SMEs to sell their products without hassle.
- Connect farmers and traders with minimal restrictions.
- Organization with a culture driven by the highest integrity, supporting all stakeholders, including employees, to achieve their objectives.

Job role

- Perform various secretarial and administrative duties, but with specialized attention to the fact that the information, decisions, and communication involved may be sensitive or confidential.
- Schedule meetings and appointments, maintain calendars, and arrange required information for chairman.
- Record Minutes, Prepare confidential reports such as statistical and financial reports for distribution amongst the Management Team.
- Maintain and file confidential records, such as Minutes, action plan, and any notes and data related to discussions and follow-ups.
- Transcribe legal and other documents and confidential reports; acquires official confirmation as required.
- Performs other related duties as assigned.

Required Skills/ Abilities:

- Excellent verbal and written communication skills in Sinhala and English.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and sensitive information.
- Proficient with Microsoft Office.
- Familiarity with, or ability to quickly learn, basic office and procedures and equipment.

Education and Experience:

- Diploma in Secretarial Practices, Office Management, or a related field from a recognized Institute.
- At least 5 years related experience.

Physical Requirements:

- Working Prolonged period when required.

Age : Age below 45 years.

Nature of appointment : Two (02) years contract, subject to annual renewal with eligibility for EPF and ETF.

Salary : Negotiable

If you have the right qualifications and experience, please email your curriculum vitae to vacancies@lankasathosa.org within 07 days of this advertisement. The post applied should be indicated on the (Subject line) of the email.

(The organization will correspond only with the sort listed candidates)

The Chairman, Lanka Sathosa Limited
No.27, CWE Secretariat Building, Vauxhall Street, Colombo 02.