

AN IMMEDIATE VACANCY FOR

Secretary



Reporting to company Director and performing secretarial and administrative duties.

- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering calls, doing the Executive Payroll
- Managing internal and external correspondence on behalf of Director.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Observing best business practices and etiquette.

Personal Assistant Requirements:

- Excellent written and verbal communication in English skills.
- Exceptional interpersonal skills.
- Good in Excel /word and presentation skill
- Sound Educational background
- Good in Mathematics Requirements

Please mention the position in the subject line of the email and send your application to

hr6@micronetglobal.net

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