



We are looking for
Personal Assistant (PA)
to Chairman

Requirements

- Age below 30 years. (female) *** *School Leavers, Models and any others can apply as a Trainee*
- Relevant professional qualification in secretarial practice (an added advantage)
- Pleasant personality, open-minded, independent, sociable, professional, integrity, confidentiality, flexibility & adaptability
- High-level presentation, writing & communication skills
- Advance computer knowledge particularly in the use of MS Office
- Strong leadership capabilities with a variety of stakeholders
- Assisting chairman with personal holiday / events
- Initiative & forward-thinking
- Good command of English & Sinhala (both oral and written)
- Ability to work with a positive attitude and meet the deadline with high accuracy of work
- Willing to take business trips when necessary (local / overseas)

Responsibilities

- Manage calendar, update appointments and give timely reminders thereby ensuring appointments are not over lapsed and missed.
- Arrange & coordinate meetings, record minutes, as well as prepare relevant reports/publication materials, presentations, etc.
- Handle all documentation, e-mails, calls & manage day-to-day administrative matters.
- Make necessary overseas travel arrangements and hotel reservations in liaison with relevant parties.
- Manage database & filing system.

An attractive **150,000.00** above remuneration package will be offered to the right candidate.

If you think that you are a right fit,
please forward a full CV with a passport size colour photograph to

vacancy.linma@gmail.com