

# WE ARE HIRING

## PERSONAL ASSISTANT

We seek an outstanding and energetic professional with high level of dedication and competence to take over responsibilities of the above position.



### Responsibilities

- Handle all correspondence that comes through the office, making quick decisions about what calls, emails and visitors are important and which can be rescheduled at a later time.
- Manage travel itineraries both locally and globally as executives travel for meetings and conferences, roadshows and travel fairs.
- Providing a bridge for smooth communication with internal departments.
- Organize and maintain staff personal files and other records.
- Working closely and effectively to keep MD well informed of upcoming commitments and responsibilities, following up appropriately.
- Handling the visitors from the hotels and updating the sales team with new properties and rates.
- Sharing Welcome emails, thanking emails and Blooming Smile (CSR project) emails with clients and speaking to the ongoing tour clients.
- Dealing with Tourism Authorities and making Blue Lanka Tours up to date.

### Qualifications

- Proven work experience as a Secretary/ Personal Assistant.
- Outstanding organizational and time management skills with Excellent verbal and written communications skills.
- Demonstrate knowledge and uncompromising integrity in handling sensitive information that is required in an upper executive-level position.
- Work well with multiple issues, projects and people.
- Prioritizing conflicting needs with efficiency and precision.
- Pleasant and pleasing personality, with a positive and professional attitude.
- Ability to work independently with minimum supervision.

The above position is ideal for an ambitious individual looking for a career with a truly Sri Lankan organization. Salary between Rs.150,000.00 to 200,000.00

Send your resume to [letstravel@bluelankatours.com](mailto:letstravel@bluelankatours.com)

