

POST OF SECRETARY / MANAGER

We seek self-motivated, energetic Male and the required skills are follows:

- ✓ Sound Educational background with minimum of G.C.E. A/L in Science Stream (Preference will be given having B.Sc. General Degree).
- ✓ Conversant in technical & machinery equipment excellent command in English, both oral & written.
- ✓ To handle English & Sinhala correspondence independently with the knowledge of computer typing,
- ✓ To manage small work force and similar office staff.
- ✓ High level of Computer literacy i.e. MS Office Package, Email, Internet, Viewing CCTV.
- ✓ Resident within a radius of 15km from Wadduwa.
- ✓ Able to liaison with Govt. Departments and other Private Institutions involve with the Company.
- ✓ Age 45 - 55 years with pleasing personalty.
- ✓ Honesty, Integrity and Loyalty are very essential.

Please send your CV with contact details of 02 Non Related Referees together with expected all inclusive monthly salary. Apply with confidence to reach us on or before 04th Sep. 2020 by Email or Registered Post.

sldltd@sltnet.lk

**The Managing Director
Sri Lanka Distilleries (Pvt) Limited
Mestiya, Wadduwa.**