



We are a State Owned Enterprise (SOE) registered as a Private Company under the Companies Act No.07 of 2007.

We are looking for a highly motivated individual with right attitudes to fill the vacancy of the

Company Secretary (on part time)

at the Airport & Aviation Services (SL) Limited

Services will be required at ;

- Regular and Special Board Meetings of the Board of Directors
- Audit and Management Committee meetings
- Events the Common Seal is placed on documents

Eligibility criteria;

- An Attorney at Law

or

- An Associate/Fellow Member of the Institute of Chartered Accountants

or

- An Associate/Fellow Member of Chartered Institute of Management Accountants of UK.

or

- An Associate/Fellow Member of Institute of Chartered Secretaries and Administrators of UK

and

Registered at the Registrar of Companies to function as a Company Secretary

with

- 06 years experience as Board Secretary/Company Secretary to the Board of Directors in a reputed organization.

with

- Good understanding in Corporate Governance with strict confidentiality compliance, fluency in English and conversant in Microsoft Office packages with high level computer literacy.
- Age above 35 years and preferably below 45 years as at closing date of applications.

Salary : The salary will not be less than Rs.150,000/- per month.

If you are interested and possess the relevant qualifications and experience, please forward your resume to the following address on or before **11th September 2020**.

CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT,
KATUNAYAKE.