



Sri Lanka State Trading (General) Corporation Ltd



No:100, Nawam Mawatha, Colombo 02.

VACANCY

Personal Assistant to Chairman – 01 Vacancy (on contract basis)

We are looking for result oriented & self motivated individual with exceptional integrity & competence to result for the above position.

Job Description

- Manage Calendar, update appointments and give timely reminders to ensure appointments are not over lapsed and missed.
- Arrange & coordinate meetings, prepare relevant reports/presentations & letters
- Handle all documentations, e-mails, calls and manage day to day administrative matters
- Be able to attend to the correspondents independently.
- Doing any other duties which are assigned by the chairman from time to time.

Qualifications (External Candidates only) (1 or 2 or 3 below)

- A Degree in Arts, Management or Commerce which is recognized by the U.G.C.
- Having obtained a certificate of Secretarial Practice or any other relevant field not below than the National Vocational Qualification Level 6, issued by a technical / vocational training institute accepted by the Tertiary and Vocational Education Commission.

AND

At least five (05) years experience in secretariat practice in a Corporation, Board or a Reputed Statutory Institution.

- Having obtained a certificate of Secretarial Practice or any other relevant field not below than the National Vocational Qualification Level 5, issued by a technical / vocational training institute accepted by the Tertiary and Vocational Education Commission

AND

At least ten (10) years post qualifying experience in a relevant field in a corporation, Board or a Reputed Statutory Institution.

General Conditions

- Age** : should be not less than 22 years and not more than 55 years.
- Other** : Every Applicant,
 - Should be a citizen of Sri Lanka.
 - Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
 - Should be of excellent moral character.

- Salary**

Rs.42,600/- Basis Salary

Rs. 7,800/= Cost of Living Allowance

Rs.5,000/= Monthly Allowance

- Application Procedure**

Applicants giving full bio- data together with copies of all certificates for academic, professional qualifications & experience with names, addresses & telephone numbers of two non related referees should be send to reach to following address on or before 26th of April 2023 under the registered post indicating the post applied on the top left hand corner of the envelop. Applicants from Departments/Statutory Board/Public Corporations/ Fully Government Corporations should send their applications through the respective Heads of the Organizations. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation.

TEL : 011 2422341/2440880

FAX : 011 2447970

E-MAIL : lankagen@sltnet.lk

WEB : www.stc.lk

Chairman
Sri Lanka State Trading
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No. 100, Nawam Mawatha,
Colombo 02.