

We are looking out for a dynamic and conscientious individual with a high degree of integrity and confidentiality to take on the role of:

SECRETARY TO MANAGING DIRECTOR

With direct reporting responsibility to the Managing Director in the organization, it is vital that you have a professional approach to work, with flexibility to execute a wide range of duties.

The job will be multi-functional and will include personal secretarial functions and administrative functions.

An excellent knowledge of spoken and written English and computer literacy is essential to the criteria in selection.

The ideal candidate should have a good educational background supported by a proven record of at least 10 years in a similar capacity in a recognized institution with a knowledge of upto date administrative procedures. Professional qualification in a secretarial studies and previous experience HR will be an added advantage.

If you wish to express your interest in the above, please send in a detailed CV with names of two non-related referees by letter or e-mail before 24th May 2023 to:

**Smarased Property Holdings (Pvt) Limited
An Associate of FJ & G de Saram, Attorneys-at-Law
216, de Saram Place, Colombo 10.
E-mail: admin1@fgdesaram.lk
Tele.: 4605125 / 0772016622**

Please add the words "Application for the Post of Secretary to Managing Director" on top of the envelope or in e-mail as the case may be.