

Confidential Secretary to Head of Marketing (Female)

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket

Key Accountabilities:

- » Standard secretarial duties
- » Management of projects
- » Other administrative work related to the Marketing department

Competencies:

- » Demonstrate the ability to communicate effectively in English and Sinhala both orally and in writing
- » Ability to work independently
- » Excellent organizational skills and attention to detail
- » Ability to maintain confidential and sensitive information
- » Proficient with Microsoft Office Suite
- » Ability to handle work under pressure with minimum supervision

The ideal candidate should:

- » Have a minimum of 10 years of experience in a similar capacity
- » Should be professionally qualified in secretarial practice (Diploma/Certificate in secretarial work etc.)
- » Age below 40 years with a pleasing personality
- » A degree or a professional qualification related to Marketing would be a definite advantage

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for!

An attractive and negotiable remuneration package with other benefits await the right candidate

All applications should be forwarded to vacancies@srilankacricicket.lk along with the names of two non-related referees within 7 days from the date of this advertisement

**Please mention the post applied for on the subject line of the email*

***Candidates who applied previously are not required to re-submit applications
Please ensure all employment criteria is met prior to applying***