

**CONFIDENTIAL SECRETARY TO HEAD OF MARKETING (FEMALE)**

Sri Lanka Cricket is seeking a versatile and organized Confidential Secretary to provide personalized administrative support to the Head of Marketing. The nature of this role requires handling confidential and sensitive information. If you are hard-working, dedicated, and eager to contribute to our growth, Sri Lanka Cricket offers an excellent opportunity to excel in this role.

**Key Accountabilities:**

- Provide comprehensive administrative support to the Head of Marketing & the department including scheduling meetings, coordinating travel arrangements and handling correspondence
- Prepare and distribute meeting agendas, minutes and follow up actions as required
- Support the planning and execution of marketing events including international and national tournaments, sponsor activations and conferences
- Ensure events are executed smoothly, meeting all objectives and delivering a positive experience. Assist in logistics coordination, venue arrangements, vendor management and on-site support.
- Prepare reports, presentations and other documentation as required by the marketing team
- Support decision making and evaluate the effectiveness of marketing activities

**Competencies:**

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment
- Strong written and verbal communication skills in Sinhala and English
- Proficiency in using productivity tools such as Microsoft Office Suite
- Ability to work effectively in a team, as well as independently with minimal supervision
- Adaptability, flexibility, and the ability to handle multiple tasks and changing priorities
- Strong ethics, integrity, and the ability to maintain confidentiality

**The ideal candidate should:**

- Have a bachelor's degree in Marketing, Business Administration, or a related field.
- Minimum 03 years of proven experience as an Executive Assistant, Secretary, or Coordinator in a marketing or similar department.
- A professional qualification in secretarial practice would be a definite advantage.
- Age below 35 years with a pleasing personality and excellent PR skills

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 awaits the right candidate.

All applications should be forwarded to [vacancies@srilankacricicket.lk](mailto:vacancies@srilankacricicket.lk) along with the names of two non-related referees within 7 days of the date of this advertisement.

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

\*Please ensure all employment criteria is met prior to applying