

# Post of Executive Secretary

Posted on Monday, January 29th, 2024

*If you are proactive, highly motivated, results oriented and ready to embark on a challenging career*

*Come join us!*

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
<b>Executive Secretary</b>	A Degree in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline.	- Proven skills in delivering administration-related functions relevant to the scope.
<b>Based in National Headquarters in Colombo</b>	with 03 years of post-qualification experience.	- Efficient planning, organizing, and decision-making skills. - Effective time management skills. - Conceptual & Analytical Skills with report writing abilities.
<b>HRM 005/2024</b>	OR	- Ability to adhere to organizational rules, procedures, and protocols.
<b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b>	A Diploma in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline. with 05 years of post-qualification experience	- Excellent public relations, leadership, and interpersonal skills. - Well-developed language skills in oral and written Sinhala/ Tamil and English Proficient in MS Office Applications

## Other Requirements

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability carry out SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability to work under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language.

The appointment will be on a fixed term contract basis.

Only short-listed applicants will be called for interviews.

Please email your application to [jobs@redcross.lk](mailto:jobs@redcross.lk) or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07. on or before 10.02.2024 (HRM 005/2024)