



The Associated Newspapers of Ceylon Limited (ANCL), widely known as the Lake House, is the home and heart of the print media in Sri Lanka.

The Lake House is looking for a talented and dynamic individual who has the following qualifications and requirements to fill the above vacancy

# EXECUTIVE JAFFNA BRANCH OFFICE

## Qualifications and Requirements:

- A Degree in Marketing, Management, Business Administration, or a related field with 2 years relevant experience in an administrative or supervisory role.  
Or
- A Diploma in Marketing, Management, Business Administration, or a related field with 4 years relevant experience in an administrative or supervisory role.  
Or
- Passed G.C.E. ( A/L) examination with 8 years relevant experience in an administrative or supervisory role.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work independently and handle multiple responsibilities efficiently.
- Proficiency in Tamil, Sinhala and English will be an added advantage.
  - Assist to manage and supervise day-to-day Advertising operations of the Jaffna Branch
  - Liaise with the Head Office and coordinate administrative and operational matters
  - Lead and motivate the branch team to achieve organizational goals.
    - Prepare and submit regular reports on branch performance.
    - Candidates who are in close proximity to Jaffna and nearby areas are encouraged to apply.

An attractive remuneration package is on offer based on experience and individual skills

For those who are interested please apply with detailed resume to the [careers@lakehouse.lk](mailto:careers@lakehouse.lk)



**LAKE  
HOUSE**

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