

CONFIDENTIAL SECRETARY TO HEAD OF NATIONAL CRICKET OPERATIONS (FEMALE)

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

» Key Accountabilities

- Departmental coordinator with experience in standard secretarial duties
- Management of projects
- Other administrative work related to the Domestic Cricket Department

» Competencies

- Excellent written and oral communication skills in English and Sinhala with good report writing skills
- Ability to work independently & execute tasks with a high level of efficiency and meeting aggressive time targets
- 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 5 – 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 and excellent PR skills
- A degree or professional qualification related to the position 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 fringe benefits and excellent career prospects await the selected candidate.

All applications should be forwarded to vacancies@srilankacricket.lk along with the names of two non-related referees who are not employed by Sri Lanka Cricket, within 7 days from 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*

**Canvassing in any form will be a definite disqualification*