

Sri Lanka Foreign Employment Agency (Pvt) Ltd
Post of Confidential Secretary to the Chairman

Sri Lanka Foreign Employment Agency (Pvt) Ltd is a fully state owned company comes under the purview of Sri Lanka Bureau of Foreign Employment seeks to recruit proactive suitable qualified and experienced person to fill the post of Confidential Secretary to the Chairman.

The Person:-

a) Having passed the G.C.E. (O/L) Examination in one sitting with Credit passes for four subjects Including

- (i) Sinhala /Tamil
- (ii) English Language
- (iii) Mathematics

b) Having passed three subjects other than the General Paper at the G.C.E. (A/L) examination.

Job Description:-

- Provide Secretarial services to the Chairman and maintain the diary of the Chairman.
- Facilitate and prepare documents of Director Meetings, maintain the General Filing Systems and filing all correspondence documents related to the Chairman's Operational activities.
- He / She assist in the planning and preparation of meetings and provide word processing and Secretarial Support.
- He / She must receive direct telephone messages, fax messages and be able to type confidential letters on word processing system.

Nature of Appointment: -

Contract basis with entitlements of Employees Provident Fund and Employees Trust Fund.

Salary Scale: - MA-1-1- (Grade III) 2016 Rs (27910-10x300-7x350-4x495-20x660-48540)

Age: - should be not less than 18 years and not more than 45 years.

Every Applicant:-

- Should be a citizen of Sri Lanka.
- Should be Physical and mentally fit to discharge the duties of the post well.

Please forward your dully filled CV to the address given below within 07 days of the advertisement. (Closing date 03.10.2022)

Chairman,
SLFEA,
No 12, Narahenpita Rd, Nawala.



