



We are a growing bakery chain with six outlets in Colombo. We have a vacancy for a Secretary. Our preference is for a lady above 35 years of age with a secretarial background.

Secretary

Job Role

- Maintaining employee files and handling related correspondence with employees.
- Calling applicants for interviews. Conducting exit interviews.
- Monitoring social media comments on Facebook and Instagram and responding to customers.
- Dealing with company correspondence.
- Taking minutes at management meetings
- Maintaining administration files of the company

Required Qualifications and Skills

- Excellent command of both spoken and written English. Should be able to draft letters and also proof-read documents
- Familiarity with Microsoft Office packages and use of social media channels.
- Sound secondary education
- Ability to work with diverse people in a busy environment.

Interested candidates should send in applications by email within 7 days to hr@lpf.lk or call 0117 500 224 between 9 am to 3 pm for further information.

Lanka Premier Foods (Pvt) Ltd.,
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www.paanpaan.com