



Executive - Foreign Travel Coordination

Nature's Beauty Creations Ltd., (NBC) is Sri Lanka's most environment-friendly personal care products manufacturer with ultra-hygienic manufacturing facilities that exceed international quality standards for manufacturing excellence. Its flagship brands include Nature's Secrets, Panda Baby, Champion and Misumi.

At NBC, we are deeply committed to manufacture products responsibly and ethically, ensuring the safety & well-being of all stakeholders, and with utmost care for the environment. A pioneer in environment protection & sustainability, NBC has been awarded Sri Lanka's highest environmental awards; the National Green Award-Gold and Presidential Environment Award - Gold.

The company has also been nationally recognized for its commitment to continuously uplift and empower its employees, and is the recipient of Sri Lanka's highest employee health & well-being award; Sri Lanka Corporate Health & Productivity Award - Gold.



The Position:

For our expansion purposes, many Directors, Managers and Executives are regularly traveling to various parts of the world. Therefore, for efficient and smooth management of their travel itineraries, we are looking for a highly motivated and committed young lady to fill the position of Executive - Foreign Travel Coordination in our company.

Responsibilities:

- ▶ Coordinating with Airline Offices and Travel Agents to make sure that all travel arrangements are made in the most cost-effective manner
- ▶ Preparing visa documents for obtaining necessary visas
- ▶ Preparing accurate error-free travel itineraries and reports
- ▶ Making hotel bookings and arranging local travel arrangements in foreign countries
- ▶ Attending to online travel and immigration needs when required
- ▶ Regularly monitoring visa and immigration procedures of relevant countries
- ▶ Maintaining cordial relationships with relevant foreign missions in Sri Lanka
- ▶ Additional responsibilities include scheduling Management Meetings and distributing meeting minutes, and making necessary business appointments and closely following up with required action plans
- ▶ Performing necessary secretarial functions and providing administrative support to the Management with regard to above job functions
- ▶ Ensuring strict confidentiality in all matters while performing duties

Qualifications and experiences:

- ▶ GCE A/L or higher educational qualifications, along with a diploma in secretarial practices or short-term courses in office administration/secretarial functions
- ▶ Minimum 3 years' experience in travel and ticketing
- ▶ Minimum 2 years in secretarial functions in the private sector
- ▶ Excellent PR and knowledge in handling visas
- ▶ Proficiency in managing confidential electronic documents, spreadsheets, and databases
- ▶ IT savvy with ability to resolve technical issues of modern-day office communication devices
- ▶ Excellent written and verbal communication skills in English and Sinhala
- ▶ Excellent in attention to detail and following up on pending matters
- ▶ Able to work independently with own initiative
- ▶ Be flexible in adapting to a performance driven office environment
- ▶ Able to speak foreign languages, or have a keen interest to learn foreign languages
- ▶ Personal foreign travel experience during the last 5 years
- ▶ A professional between 30 - 35 years of age with an outgoing personality
- ▶ Working experience with individuals/entities in South American countries
- ▶ Preference will be given to candidates who could reside in Kottawa, Homagama and Hokandara areas

Remuneration Package:

The right candidate will be offered an attractive salary and other benefits, including foreign travel opportunities.

Please apply with your CV, names and contact details of two non-related referees on or before 14th February 2024 to:

**The Managing Director
NATURE'S BEAUTY CREATIONS LIMITED**

P. O. Box 1, Millewa, Horana
Email : hrd@nbc.lk Web : www.nbc.lk

