

WE ARE HIRING!

SENIOR SECRETARY

Corporate Policy Division
Chairman/CEO's Office

The OpenArc Group of Companies consists of primarily OpenArc Systems Management (Pvt) Ltd, OpenArc School of Business & Technology (OpenArc Campus) and OpenArc Engineering Solutions. The OpenArc Systems Management (Pvt) Ltd. is a company founded in 1991 by an experienced team of Engineers with entrepreneurial vision. Since then, the company has been building innovative software and engineering solutions while producing its own graduates at its ICT Campus within the group.

Currently we have an opportunity for a well experienced and dynamic lady to fill the position of the Senior Secretary in the Corporate Policy Division and Chairman/CEO's Office.

The position awaits a secretary who has retired recently from the private or government sector.

The candidate should ;


- Have proven skills in typing in English and Sinhala
- Have experience in handling Board level communication
- Have excellent command of English language, Oral and written communication skills
- Reside in close proximity to our office (Closer to Nugegoda/Kirulapone)

Ability to work with graphics tools (Photoshop/Illustrator etc.) in computer environment will be an added advantage

If you think that you are the right candidate, please forward your comprehensive CV with details of two non-related referees to hr@openarc.lk within 10 days from this advertisement. Please indicate the position applied for, in the subject line of the email.

OpenArc
Great People, Great Solutions

APPLY NOW

 For more details
+94 70 4500 667

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MORE INFORMATION
WWW.OPENARC.LK

