



INCORPORATED COUNCIL OF LEGAL EDUCATION SRI LANKA LAW COLLEGE VACANCY

POST OF PERSONAL ASSISTANT TO THE PRINCIPAL

Applications are invited from qualified/experienced persons to be the Personal Assistant to the Principal of Sri Lanka Law College. The candidate must demonstrate exceptional organizational skills and manage multiple tasks under pressure.

Qualifications and Skills :

- A Bachelor's Degree from a recognized university or an Institution.
- Fluency in both written and spoken English and Sinhala or Tamil.
- Strong public relations and communication skills.
- Excellent organizational and time-management skills.
- Computer literacy.
- Prior experience in handling executive secretarial practices would be beneficiary.

Age : Should not be less than 20 years.

Nature of Appointments : Contract/permanent position.

Salary : An attractive salary package will be offered for the selected candidate.

Applicants should forward their applications via email along with their CV and two non-related referees to reach the Principal, Sri Lanka Law College to recruitments@slc.ac.lk on or before August 15, 2024. Please indicate "Personal Assistant to the Principal" as the subject line of your e-mail.

The Principal
Sri Lanka Law College
Colombo – 12

Tel : 011 – 2323759, 011 – 2473119

Web: <http://www.sllc.ac.lk>