

WE ARE HIRING

PERSONAL ASSISTANT

Our client is one of the leading Ayurvedic companies which is located in Colombo.

Responsibilities

- Manage the CEO's calendar, including scheduling meetings, appointments, and events.
- Help the CEO priorities and manage their time effectively.
- Conduct research and gather information on various topics as the CEO assigns.
- Prepare reports, presentations, and summaries based on research findings.
- Organize and maintain the CEO's files, documents, and records in physical and electronic formats.
- Assist in data analysis and preparation of financial reports or other business metrics. Meeting Support
- Prepare meeting agendas, presentations, and supporting materials as requested by the CEO.
- Attend meetings with the CEO, take notes, and prepare minutes or summaries.
- Follow up on action items and ensure timely completion.
- Coordinate logistics for meetings, including room setup, audiovisual equipment, and catering if necessary.
- Handle sensitive and confidential information with the utmost discretion and professionalism.
- Maintain confidentiality of the CEO's personal and professional matters.

Qualifications

- Minimum 2-3 years experience in relevant Field
- Energetic, attractive female candidate
- Age between 25-30, with a pleasant, and positive attitude to be the Personal Assistant to our CEO.
- This role combines administrative skills with glamour.
- Organizational process and great time management.
- Communication: fluent in English and Sinhala, both spoken and written.

hr@jobfactory.lk