



We Develop Business by Developing People.

***AASL is hiring the best talent to the best and
we are an equal opportunity employer***

***We are looking for highly motivated individuals with right
attitudes to fill the following vacancies***

POST OF MANAGEMENT ASSISTANT GR II

Job Scope : Provide clerical support and assist administrative activities in connection with the subjects assigned by Heads of Division or his authorized officer by maintaining relevant subject files, monitoring and updating relevant databases.

Key Responsibilities

- a) Attend to all administrative work in connection with the subjects assigned
 - Maintain subject files in a proper and systematic order
 - Filing all relevant documents
 - Ensuring safe custody of the files
- b) Ensure secrecy of all confidential documents
- c) Attend to all drafting/typing work of the relevant subjects
- d) Follow circulars and other guidelines related to the subject
- e) Forward the relevant files, documents, reports, statements etc. to the relevant parties on time
- f) Taking follow up action
- g) Maintain and update relevant computerized database, where applicable.
- h) Maintain a good customer interface
- i) Attend to any other duties which will be assigned by the Head of Division or his authorized Officer.

Qualifications & Experience : i. Should have passed 03 subjects at the G.C.E.(A/L) Examination or equivalent examination with 03 main subjects (Except Common general test and General English) in one sitting.

AND

ii Should have passed the G.C.E.(O/L) Examination or equivalent examination with credit passes for English & Mathematics.

AND

- iii. A minimum of two years experience in Management Assistant or allied grade in a reputed organization.

AND

- iv. Should have a Computer Driving License from an institute recognized by T.V.E.C. or a computer course (Minimum duration 03 months) acceptable by the company. If Information & Communication Technology (ICT) is completed as subject at O/L or A/L examination, Computer Course is not a mandatory requirement.

AND

- v. Ability to type in English/Sinhala (Speed of 30 w.p.m. in English Typing and 25 w.p.m. in Sinhala typing)

Age : The age should be below 35 years on the closing date of applications to the post of Management Assistant Gr II.

Salary : The remuneration package offered will be attractive. In addition, the selectees will receive attractive fringe benefits.

Method of selection : Selection will be made after a written test and an interview.

***Special Note** : **Only the employment on permanent & contract basis will be consider to calculate the working experience. Furthermore training periods will not be considered to the above.**

General:

The selected candidate will have to perform duties at any location of the company in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the address **Chairman, Airport & Aviation Services (Sri Lanka) (Private) Limited, Bandaranaike International Airport, Katunayake** to be reached on or before **November 14, 2025 only by Registered Post or Courier Service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

The applications without copies of relevant certificates or forwarded in other modes or not in accordance with the specimen given on our Website and applications received to this office after the closing date of the application will be rejected.

Please note that only qualified candidates will be notified at all stages of the selection process.

**CHAIRMAN
AIRPORT & AVIATION SERVICES (SRI LANKA)(PRIVATE) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT
KATUNAYAKE**

Advertised Date: 26/10/2025