

WE ARE HIRING

JOIN OUR TEAM

Confidential Secretary

Galoya Plantations (pvt) ltd is a leading sugar factory operating as a Public-Private Partnership with Brown & Company PLC, LOLC Holdings PLC, and the Government of Sri Lanka. We are seeking a highly organized and detail-oriented Confidential Secretary to join our team in Hingurana, Ampara. This role requires a professional with a strong commitment to confidentiality, managing complex schedules, and providing high-level administrative support

The Role

- Manage and coordinate senior management schedules, meetings, and appointments.
- Handle confidential information with the highest level of discretion.
- Draft and prepare correspondence, reports, proposals, and board papers in Sinhala & English.
- Maintain organized electronic and physical filing systems.
- Assist in preparing presentations and recording meeting minutes.
- Liaise with internal and external stakeholders.
- Support overall office administration for smooth operations.

The Profile

- Proven experience as a Confidential Secretary / Executive Assistant or in a similar role in minimum two years.
- Strong confidentiality, professionalism, and attention to detail.
- Excellent verbal & written communication skills in Sinhala & English.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and work independently in a fast-paced environment.

Apply Before on 23th of March 2025

“Any form of canvassing will lead to disqualification”

APPLY NOW

Careers@galoya.lk