

WE ARE HIRING!

Be A Part Of Our Team

GENERAL SECRETARY – SENIOR EXECUTIVE & EXECUTIVE LEVELS

Key Responsibilities:

- ▶ Oversee and manage all administrative activities to ensure smooth day-to-day operations.
- ▶ Prepare, maintain, and circulate official documents, including reports, MEMOs, SOPs etc.
- ▶ Follow up on key tasks and deadlines, ensuring timely execution and completion.
- ▶ Track and manage projects, ensuring deliverables are met and progress is aligned with organizational objectives.
- ▶ Schedule and coordinate meetings, prepare agendas, record minutes, and ensure proper circulation, maintenance, and filing of records.
- ▶ Facilitate effective communication across management levels, ensuring clarity, alignment, and timely information sharing between teams, leadership, and other stakeholders to support decision-making and execution.

Qualifications:

- ▶ Proven experience in an administrative or Secretarial role (preferably working with senior management).
- ▶ High level of confidentiality, professionalism, and discretion in handling sensitive matters.
- ▶ Ability to work in a fast-paced environment, prioritize tasks, and meet deadlines efficiently.
- ▶ Excellent written and verbal communication skills in English.



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This is a demanding yet rewarding role that offers an opportunity to work closely with senior leadership and contribute to organizational success. If you are ready to take the next step in your career and contribute to building a high-performing workforce, submit your updated CV to sadeshanis.hrm_cs@lyceum.lk