

CONFIDENTIAL SECRETARY

Sri Lanka Cricket is seeking a highly professional and dedicated Confidential Secretary to assist in managing day-to-day operations, supporting strategic initiatives, and handling internal and external communications.

» Key Responsibilities

- Provide comprehensive administrative support, including managing schedules, arranging travel, and coordinating meetings
- Draft, review, and proofread official documents, reports, and presentations
- Ensure smooth communication between various internal and external stakeholders
- Manage sensitive and confidential information with discretion
- Record meeting minutes, track action items, and follow up on deadlines
- Support special projects by preparing documents and coordinating logistics
- Maintain a well-organized filing system for important documents and records

» Required Qualifications & Experience

- A degree or diploma in Business Administration, Management, or a Professional Qualification in Secretarial Practices (Diploma/Certificate in Secretarial Work)
- Proven experience as an executive assistant or personal secretary, with at least 10 years of experience
- Female candidate under 45 years of age, with a professional and pleasant demeanor
- Exceptional organizational skills, with the ability to multitask and prioritize effectively
- Strong communication skills, both verbal and written, with fluency in English
- Discretion and a high level of professionalism in handling sensitive and confidential information
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management tools
- Ability to work independently and efficiently under pressure

An attractive and negotiable remuneration package with other fringe benefits and excellent career prospects awaits the selected candidate.

All applications should be forwarded to **vacancies@srilankacricket.lk** along with the names of two non-related referees who are not employed by Sri Lanka Cricket, within 7 days from the date of this advertisement.

**Please mention the post applied for on the subject line of the email*

**Please ensure all employment criteria is met prior to applying*

**Canvassing in any form will be a definite disqualification*