SLTC
Learn. Research. Transform.

We Are Hiring

ADMINISTRATIVE ASSISTANT
VICE CHANCELLOR'S OFFICE

The Vice Chancellor's Office (VCO) is seeking an organized and proactive Administrative Assistant to provide high-level administrative, secretarial, and project support to the Manager of Special Projects and Administration. This role ensures the smooth day-to-day operations of the VCO by managing administrative tasks, coordinating communication across departments, and supporting the execution of special university projects.

THE ROLE

- Track project timelines, milestones, deadlines, follow up with stakeholders, assist in preparing progress reports and presentations, maintain a digital repository of project documents.
- Manage calendars, schedule meetings, draft correspondence, prepare agendas, coordinate logistics, record minutes, and handle travel arrangements and reimbursements for the VCO team.
- Oversee office operations by managing calls and visitors, maintaining filing systems, liaising with university departments, and managing office supplies and inventory.
- Perform ad-hoc administrative tasks assigned to ensure smooth office operations.

REQUIREMENTS

- A Diploma or Degree in Business Administration, Management, or a related field.
- Minimum of 2–3 years of experience in an administrative or secretarial role, preferably in a university or executive office.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and digital collaboration tools such as Google Workspace and Zoom.
- Excellent written and verbal communication skills in English and Sinhala. Those who are conversant in Tamil will have an added advantage.

WORK LOCATION - SLTC PADUKKA

If you are passionate about academic administration and eager to contribute to a dynamic team, we would love to hear from you!

Contact our hiring team:
careers@sltc.ac.lk

+94 117 999 000

Sri Lanka Technology Campus (Pvt) Limited,
Ingiriya Road, Meepe, Padukka