

OFFICE ASSISTANT TO COO



GENDER PREFERENCE
MALE



AGE RANGE
30 – 45 YEARS



Wijeya Newspapers Limited, one of Sri Lanka's leading media organizations with over 13 well-recognized publications, has diversified into multiple sectors including manufacturing, digital media, broadcasting, education, transport, and premium stationery solutions. We are seeking a highly organized, trustworthy, and proactive individual to support the smooth functioning of the Chief Operating Officer's office.



KEY RESPONSIBILITIES

- Provide day-to-day administrative and operational support to the COO
- Coordinate meetings, appointments, venues, and related logistics
- Handle calls, correspondence, emails, and executive communication professionally
- Maintain confidential physical and electronic documents, records, and reports
- Arrange refreshments and hospitality requirements for meetings, visitors, and guests
- Coordinate with internal departments, particularly the Chairman's Office, for document movement, approvals, and urgent operational matters
- Welcome visitors and ensure professional guest coordination
- Support executive projects, urgent assignments, and ad hoc operational requirements



SKILLS & COMPETENCIES

- Strong organizational, coordination, and time management skills
- Excellent communication and interpersonal skills
- Ability to maintain strict confidentiality and professionalism
- Strong follow-up, multitasking, and problem-solving ability
- Ability to work under pressure and manage urgent assignments efficiently
- Professional appearance, discipline, punctuality, and attention to detail



QUALIFICATIONS & EXPERIENCE

- G.C.E. O/L or A/L qualification
- Diploma / Certificate in Administration or Office Management (preferred)
- Minimum 3–5 years of relevant experience in office administration or executive support
- Prior experience supporting senior management or executive leadership will be an added advantage
- Basic computer literacy in MS Word, Excel, and email communication



Gender Preference: Male



Age Range: 30 – 45 years



THE IDEAL CANDIDATE

- ✓ Trustworthy
- ✓ Responsible
- ✓ Well-organized
- ✓ Discreet
- ✓ Proactive
- ✓ Service-oriented
- ✓ Pleasant personality



HOW TO APPLY The successful candidate will have the opportunity to build a rewarding career in a dynamic and fast-paced corporate environment.

Interested candidates may apply within 10 days of this advertisement, indicating the position applied for in the subject line, to:



coostaff@wijeya.lk

with details of two non-related referees.

