



*Airport & Aviation Services (Sri Lanka) Limited*



**We are looking for highly motivated individuals with right attitudes to fill the following vacancies**

### VACANCIES FOR MANAGEMENT ASSISTANTS

**Job Scope** : Provide clerical support and assist administrative activities in connection with the subjects assigned by Heads of Division or his authorized officer by maintaining relevant subject files, monitoring and updating relevant databases.

**Key Responsibilities**

- Attend to all administrative work in connection with the subjects assigned
  - Maintain subject files in a proper and systematic order
  - Filing all relevant documents
  - Ensuring safe custody of the files
- Ensure secrecy of all confidential documents
- Attend to all drafting/typing work of the relevant subjects
- Follow circulars and other guidelines related to the subject
- Forward the relevant files, documents, reports, statements etc. to the relevant parties on time
- Taking follow up action
- Maintain and update relevant computerized database, where applicable.
- Maintain a good customer interface
- Attend to any other duties which will be assigned by the Head of Division or his authorized Officer.

**Qualifications & Experience**

- Should have passed 03 subjects at the GCE (A/L) Examination in one sitting

**AND**

- Should have passed the GCE(O/L) Examination at least in Six (06) subjects with Credit Passes for English Language and Mathematics

**AND**

- Should possess Two (02) years experience as Management Assistant or allied grades in a reputed Organization

**AND**

- Should possess Computer Driving License from an institute recognized by T.V.E.C. or a computer course (minimum duration 3 months) acceptable by the Company

**AND**

- Ability to type in English/Sinhala (Speed of 30 w.p.m. in English Typing and 25 w.p.m. in Sinhala typing)

**Age** : The age should be Below 35 years on the closing date of applications.

**Salary** : The remuneration package offered will be attractive. In addition, the selectees will receive attractive fringe benefits.

**Method of selection** : Selection will be made after a written test and an interview.

#### **General:**

The selected candidates will have to perform duties at any airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the application given in our Website <http://www.airport.lk>Corporate>careers> with copies of the relevant certificates to the following address on or before **September 21, 2020 only by Registered Post**. Please indicate the post applied for on the top left hand corner of the envelope.

**Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the application given in our Website will be rejected.**

Please note that only short listed candidates will be notified.

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**