



Ceylon Petroleum Storage Terminals Limited Kolonnawa

We are a common user facility with two main installations and island wide network of bulk storage locations providing services for the marketing Companies Ceylon Petroleum Corporation & Lanka Indian Oil Company.

V A C A N C Y

Applications are invited from the suitably qualified Sri Lankan citizens
for the following post

SECRETARY TO THE CHAIRMAN/MD (ON CONTRACT BASIS)

Qualifications required

1. Bachelor's Degree in English /Literature obtained from a UGC recognized University/Institute including Sinhala as a subject for GCE O-levels, with minimum of six (06) years unblemished experience as a Secretary or Personal Assistant to a Chairman/CEO/Ambassador at a reputed Commercial Establishment or a Foreign Embassy/Entity.
OR
2. Three passes at GCE Advanced Level Examination in English Language/Literature and a Second language, including Sinhala at GCE O-levels, with minimum Ten (10) years unblemished experience as a Secretary or Personal Assistant to a Chairman/CEO/Ambassador at a reputed Commercial Establishment or a Foreign Embassy/Entity.

Age Limit ; Minimum age of 50 years.

Salary : All inclusive allowance of Rs. 150,000/- p.m.

Scope of work

- Ability to prepare letters, reports and other documents of the Chairman/Managing Director independently in both proficient English and Sinhala.
- Ability to record minutes of the meetings headed by the Chairman/Managing Director and follow up within agreed timeline with internal and external parties.
- Maintaining documents/letters in confidentiality.
- Maintaining/regularly updating Calendar of Chairman/Managing Director.
- Answering incoming calls and replying them professionally – both orally and in writing.
- Making necessary arrangements for VIPs, visitors, senior management and employees who come to meet the Chairman/Managing Director on the prior approval of the Chairman/Managing Director.
- Cooperating with Managers on the direction of Chairman/Managing Director to organize Board Meetings and other ceremonies.
- Maintaining good public relations with the employees as well as representatives of external institutions/entities/embassies.
- In addition to the above, the Secretary is required to attend to ad hoc duties assigned by the Chairman/Managing Director.

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF.

Please forward your CV along with the copies of relevant Certificates and Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 27.02.2021 Indicating the post applied for on the top left-hand corner of the envelope.

Applications which are not comprehensive enough to verify above requirements will be rejected.

Human Resource Manager
Ceylon Petroleum Storage Terminals Limited (CPSTL)
Kolonnawa, Wellampitiya.
011-2572233/2691643