

# Venue Manager – MRICS

**Job Brief :**

We are looking for an Administrator who will assist the Manager International Venues and look into to overall management of the Mahinda Rajapaksha International Cricket Stadium at Sooriyawewa.

**Responsibilities :**

- Ensure that all the necessary equipment and material are available at the venue when international and domestic tournaments are played & Provide a check list to the reporting head.
- Attend to repairs of turf cutters, supper soppers, other on field cutters and covers.
- Preparing ground equipment schedules.
- Handle payments for the ground bookings & ensure laid down procedure is followed.
- Revise payment structure of the ground usage annually and ensure all facilities required for matches are covered in the stipulated fees.
- Make arrangements to facilitate the practices and matches for the teams when needed
- Assist Tour organizing department whenever inbound tours are on.
- Look into overall management of the venue such as payroll and HR related work of the ground staff and employees attached to the venue, general administration, security & logistics.

**Requirements :**

- Project Management skills
- Possess excellent communication skills
- Leadership skills with the ability to set and prioritize goals
- BSc in Management or relevant field
- IT skills
- Work experience as a Senior Armed Forces officer above the rank of Major or equivalent will be an added advantage.
- 5+ years' work exposure in a similar job level

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for;

Attractive and negotiable remuneration packages with other fringe benefits and excellent career prospects await the selected candidates.

All applicants should forward their applications to [vacancies@srilankacricket.lk](mailto:vacancies@srilankacricket.lk) along with the names of two non-related referees within 7 days the date of this advertisement.