

## Assistant Manager - Tour Organizing

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket

### Duties and Responsibilities

- Preparing Budgets for Inbound Tours.
- Preparing Ticket Prices for Inbound Tours and obtain appropriate approvals. (Exco/ Local Authorities)
- Venue inspections prior to the International matches and follow up on requirements and coordinate with the Venue Manager and Provincial Secretaries.
- Arranging Car Passes, Invitations & Accreditations.
- Arranging Hotel reservation for Inbound Tours.
- Handling Logistics arrangements such as catering, transport, tickets during the tour for Teams/ Match Officials/ Staff/ Cooperate Boxes/ VIP's etc.
- Assisting for arranging other logistical needs for all Domestic Matches.
- Arranging all Bills/ Invoices relates to TOC for payments.
- Maintain payment Register of TOC suppliers Invoices.

### Requirements and Qualifications

- Bachelor degree in business administration.
- 05+ years' experience in Administration/ Facility Management and exposure in operational environment.
- Ability to execute tasks with a high level of efficiency and meeting aggressive time targets.
- High level of interpersonal, written and verbal communication and influencing skills.
- Exceptional Planning, Coordinating and Organizational Skills.
- Self- Motivated individual with the ability to work independently or as a part of a team.
- Must be result Oriented and willing to meet all commitments while meeting the required deadline.

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@srilankacricicket.lk](mailto:vacancies@srilankacricicket.lk) along with the names of two non-related referees within 7 days from the date of this advertisement