

WE ARE

HIRING

Secretary / SLIIT Business School

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines (www.sliit.lk). SLIIT is committed to providing the best student experience through a highly dedicated academic and non-academic staff who teach, mentor, guide and support a community of more than 15,000 students.

We are looking for a dynamic and result oriented individual to join our team as a Secretary. The ideal candidate should possess G.C.E. (A/L) qualification, a diploma in Secretarial Studies from a recognized institution and at least 4 years of relevant work experience to perform this role. Excellent communication skills (both written and verbal), excellent interpersonal skills, excellent proficiency in MS Office packages, planning and organizing skills and skills in general secretarial work are key competencies required.

Main duties and responsibilities include:

- Coordinating and scheduling appointments, meetings and conferences
- Taking and distributing meeting minutes, preparing presentations / reports
- Coordinating with other departments, staff members, and students as required
- Maintaining and organizing files and records
- Other administrative duties as required by the senior management team

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to careers@sliit.lk clearly indicating the post applied for, to reach us within 7 days of this advertisement.



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THE KNOWLEDGE UNIVERSITY