

Post of Executive Secretary

Posted on Monday, January 29th, 2024

If you are proactive, highly motivated, results oriented and ready to embark on a challenging career

Come join us!

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
Executive Secretary	A Degree in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline. with	<ul style="list-style-type: none">· Proven skills in delivering administration-related functions relevant to the scope.· Efficient planning, organizing, and decision-making skills.· Effective time management skills.· Conceptual & Analytical Skills with report writing abilities.· Ability to adhere to organizational rules, procedures, and protocols.· Excellent public relations, leadership, and interpersonal skills.· Well-developed language skills in oral and written Sinhala/ Tamil and English
Based in National Headquarters in Colombo	03 years of post-qualification experience.	
HRM 005/2024	OR	
Attractive Remuneration, depending on your Qualifications, Experience & Competencies	A Diploma in either Secretarial Studies, Secretarial Administrative Practice, Human Resources Management, or a related discipline. with	<ul style="list-style-type: none">· Proficient in MS Office Applications
	05 years of post-qualification experience	

Other Requirements

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability carry out SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability to work under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language.

The appointment will be on a fixed term contract basis.

Only short-listed applicants will be called for interviews.

Please email your application to jobs@redcross.lk or post to Director General, Sri Lanka Red Cross Society, No 106,

Dharmapala Mawatha, Colombo 07. on or before 10.02.2024 (HRM 005/2024)