



is looking for

MANAGEMENT ASSISTANT (PERSONAL ASSISTANT TO GROUP CEO)

Veracity Services is the global outsourcing arm of the Veracity Group, specializing in Business Process Management and Knowledge Process Management Services in key areas of Finance & Accounting, Process Automation, Data Science & AI, Mobility and Customer Experience Services. We cater to a diverse portfolio of clients from the US, UK, Australia, Middle East and Sri Lanka.

We are seeking a dynamic and proactive Management Assistant to serve as the Personal Assistant to our Group CEO. The ideal candidate will possess qualifications in marketing and management, coupled with a strong sense of business acumen. This role requires impeccable organizational skills, excellent communication abilities, and a can-do attitude to efficiently support the CEO in various administrative and managerial tasks.

The Role

- Provide comprehensive administrative support to the Group CEO, including managing calendars, scheduling appointments, and organizing meetings.
- Act as a liaison between the CEO and internal/external stakeholders, handling correspondence and communication effectively.
- Assist in preparing reports, presentations, and other documents as needed, ensuring accuracy and timely delivery.
- Coordinate travel arrangements, itineraries, and accommodations for the CEO, optimizing time and resources.
- Maintain confidentiality and discretion in handling sensitive information and matters pertaining to the CEO and the organization.
- Perform other duties and responsibilities as assigned to support the CEO and contribute to the overall success of the organization.

The Person

- Bachelor's degree in Marketing, Management, Business Administration, or related field.
- Proven experience in a similar role providing executive-level support, preferably in a corporate environment.
- Excellent organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Exceptional written and verbal communication skills, with a keen eye for detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Demonstrated initiative, resourcefulness, and a proactive approach to problem-solving.
- Flexibility to adapt to changing priorities and work in a fast-paced environment.
- Positive attitude, professionalism, and a commitment to providing high-quality support to the CEO and the organization.

This position offers an exciting opportunity to work closely with the CEO and contribute to the success of our organization. If you are a motivated individual with a passion for business and a talent for organization, we encourage you to apply.

If you are confident that you are the one we are looking for, kindly forward your CV to the email address below, within 14 days with the position applied for in the subject line

careers@veracitygp.com



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