

Post of Executive Secretary
Posted on Monday, January 29th, 2024

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

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.
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- 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)