



# Ceylon Petroleum Storage Terminals Limited

## V A C A N C Y

We are a common user facility establishment for storage and distribution of all bulk petroleum products in the country.

Applications are invited for the following post in our Organization.

### SECRETARY TO DEPUTY GENERAL MANAGER, GRADE A-7

#### Qualifications required

Degree of a UGC accepted University with a class and with English as a main subject and minimum of three (03) years post degree experience in the relevant or related field.

OR

Degree of a UGC accepted University with English as a main subject and minimum of four (04) years post degree experience in the relevant or related field.

AND

Proven skills and ability for English Typing at a reasonable speed using computers.

Having a diploma or higher qualification in Secretarial practice and / or English Stenography and Typing would be a distinguishable added qualification.

#### Scope

To provide administrative and secretarial support performing multi tasks in office management and co-ordination work of the office of the Deputy General Manager.

#### Responsibility

The prospective candidates should

1. maintain the DGMs' Calendars, Agendas of meetings, co-ordinate and arrange meetings and take meetings minutes etc.,
2. handle and prioritize all outgoing and incoming correspondences.
3. file and retrieve documents and reference materials.
4. liaise with other Functions and internal staff at all levels.
5. prepare, edit and manage correspondences, reports and documents.
6. receive, answer and manage incoming telephone calls in the absence of DGMs.

#### Competency/Skills

Candidates should possess

1. an excellent organizational planning and time management skills.
2. efficient communication ability and a sound knowledge of office management.
3. problem analysis and problem solving skills.
4. integrity and confidentiality.
5. attention to detail and accuracy.
6. ability to work both in Sinhala and English
7. knowledge & competency in data analysis using statistical methods & relevant computer applications such as MS Excel etc.,

**Salary scale** : Rs. 72,865- 5 x 1,045 : 10 x 1,305 – 91,140

**Age limit** : Below 35 Years.

#### **Fringe Benefits:**

- Allowances: meal, terminal and attendance incentive etc.,
- Two months annual bonus & one month medical bonus
- Medical Insurance Cover
- Loan facilities (Housing, Vehicle etc.,)

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please forward your CV along with the copies of Birth Certificate, Degree Certificate and Certificates of experience with names and addresses of two non related referees under registered post to reach the Human Resource Manager on or before 10.11.2017. Indicate the post applied for on the top left-hand corner of the envelope.

Please note that the applications which do not contain adequate information to verify the above criteria will be rejected and only the shortlisted candidates will be called for the interview.

Human Resource Manager  
Ceylon Petroleum Storage Terminals Limited (CPSTL)  
Kolonnawa, Wellampitiya.