

**Tokyo Cement Company (Lanka) PLC.**, a prestigious public quoted company with foreign collaboration and reputation as one of Sri Lanka's premier cement manufacturer and ready mixed concrete supplier, request applications from qualified persons for the following position.

## **Executive In-Charge (Ponnivil/Kilinochchi)**

### **Job Description and Responsibilities:**

- Be the representative of the company at the location
- Protect & Safeguard company interest with regards to its resources and operations
- Reporting on regular basis to assigned superior on aspects and areas directed by him/her
- Dealing with Grama Niladari, Divisional Secretary, Government Agent and other village level officials with guidance and supervision of the superior officers
- Engage in field surveys and other related work required by the company at the designated locations
- Any other work assigned by the management as and when such requirements arise

### **Qualifications:**


- Good PR skills and operation disciplines with outgoing personality
- Good command in English, and Tamil languages, knowledge of Sinhala language would be an added advantage
- Should be able to communicate with any level of the hierarchy
- Background experience and qualifications in engineering & mining would be desirable
- Ability to work in a team environment

The individual we seek should be highly motivated, smart, and energetic personality who is willing to join a team of champions. He/she will be based in above location and preference would be given to candidates those who are willing to be stationed at the location.

*The chosen candidate would be entitled to an attractive remuneration package.*

*Please forward your CV with names and contact details of two non-related referees and passport size color photograph within 14 days. Please mentioned the post applied in subject of the e-mail.*

Manager - HR, Administration,

 **TOKYO CEMENT CO. (LANKA) PLC.**

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