

The Credit Information Bureau of Sri Lanka plays a key role serving all licensed commercial banks and other finance and leasing institutions in Sri Lanka. As part of our ongoing technology driven business development program, aimed at expanding the Bureau's reach and coverage in the financial industry, we seek to recruit dynamic individual to our team

EXECUTIVE SECRETARY TO GENERAL MANAGER

QUALIFICATIONS AND EXPERIENCE

- ◆ Should possess professional qualifications in secretarial studies from a recognised institution.
- ◆ Computer literacy and ability to attend correspondence independently.
- ◆ Possess secretarial experience with minimum of 5 years' experience in similar capacity.
- ◆ Age below 40 years.

KEY ACCOUNTABILITIES

- ◆ Having required experience in managing Board Meetings, preparation of Board Paper and relevant activities. Experience in Board Management Solution (BoardPAC) is an advantageous.
- ◆ Coordinating, scheduling and diarizing meetings, appointment and daily work schedule of the Director /General Manager. Attending to the telephone line of the Director/ General Manager.
- ◆ Coordinate, schedule and participate in internal & external meetings, project meetings, internal and external discussion minutes, presentation material and drafting and finalization of letters and reports.
- ◆ Carry out version and quality control, copy editing and formatting of documents, maintain an efficient electronic physical file management system and document control system on behalf of the Director/ General Manager and the Bureau.
- ◆ Monitor and respond to the general inquiries (written and verbal) and correspondence from member institution, government agencies, and entities and other local and forging stakeholders and draft responses on behalf of the Director/ General Manager.
- ◆ Organizing and managing of official events as instructed.

COMPETENCIES

- ◆ Excellent Command in both written & spoken English.
- ◆ Ability to work independently with accuracy and confidentiality.
- ◆ Dynamic Team player, Pleasing Personality,
- ◆ Ability to work on flexible hours
- ◆ Technologically savvy/conversant

REMUNERATION

Attractive remuneration package in-line with the market standards.

OTHER BENEFITS

EPF, ETF & other relevant benefits as per the position.

SELECTION

Through interviews. The Bureau reserves the right to call for only the short-listed applicants for the interviews.

Interested individuals are requested to forward e-mail to **vacancy@crib.lk** a comprehensive Curriculum Vitae together with copies of certificates and names, addresses & contact details of two non-related referees within 7 days of this advertisement.

**THE GENERAL MANAGER,
CREDIT INFORMATION BUREAU OF
SRI LANKA,
"WHITEWAYS BUILDING",
NO. 25,
SIR BARON JAYATHILAKA MAWATHA,
COLOMBO 01.**

