

CONFIDENTIAL SECRETARY TO HEAD OF MARKETING (FEMALE)

Sri Lanka Cricket is seeking a versatile and organized Confidential Secretary to provide personalized administrative support to the Head of Marketing. The nature of this role requires handling confidential and sensitive information. If you are hard-working, dedicated, and eager to contribute to our growth, Sri Lanka Cricket offers an excellent opportunity to excel in this role.

Key Accountabilities:

- Provide comprehensive administrative support to the Head of Marketing & the department including scheduling meetings, coordinating travel arrangements and handling correspondence
- Prepare and distribute meeting agendas, minutes and follow up actions as required
- Support the planning and execution of marketing events including international and national tournaments, sponsor activations and conferences
- Ensure events are executed smoothly, meeting all objectives and delivering a positive experience. Assist in logistics coordination, venue arrangements, vendor management and on-site support.
- Prepare reports, presentations and other documentation as required by the marketing team
- Support decision making and evaluate the effectiveness of marketing activities

Competencies:

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment
- Strong written and verbal communication skills in Sinhala and English
- Proficiency in using productivity tools such as Microsoft Office Suite
- Ability to work effectively in a team, as well as independently with minimal supervision
- Adaptability, flexibility, and the ability to handle multiple tasks and changing priorities
- Strong ethics, integrity, and the ability to maintain confidentiality

The ideal candidate should:

- Have a bachelor's degree in Marketing, Business Administration, or a related field.
- Minimum 03 years of proven experience as an Executive Assistant, Secretary, or Coordinator in a marketing or similar department.
- A professional qualification in secretarial practice would be a definite advantage.
- Age below 35 years with a pleasing personality and excellent PR skills

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team-oriented environment, you could be the person we are looking for.

An attractive and negotiable remuneration package with other benefits awaits the right candidate.

All applications should be forwarded to vacancies@srilankacricicket.lk along with the names of two non-related referees within 7 days of the date of this advertisement.

*Please mention the post applied for on the subject line of the email

*Please ensure all employment criteria is met prior to applying