

**Our client, a national corporate entity with international links is searching for experienced, dynamic and results oriented professionals to join their team.**

# CHIEF OPERATING OFFICER

MSL Ref. No:7389

Reporting to the Chief Executive Officer (CEO), the selected candidate will function as the deputy to the CEO with responsibility for the efficiency of business operations and practices. The COO will be a key member of the senior management team.

## Key Responsibilities:

- Developing a strategic plan to advance the company's mission and objectives and to achieve revenue, profitability and growth targets.
- Manage the organization's ongoing operations and adherence to systems and procedures.
- Ensure that employees adhere to the corporate policies and guidelines whilst living the values.
- Manage business operations under the direction of the CEO.
- Provide leadership to the team for optimum performance and commitment.
- Constantly evaluate systems, processes and procedures to enable customer satisfaction and user friendliness.
- Develop the monthly executive summary.

## The Ideal Candidate:

- A degree in Business Administration / Commerce from a recognized Sri Lankan or overseas university and/or equivalent professional qualifications in Hospitality, Service, Marketing, Finance, IT or Human Resources.
- Should possess a Masters qualification.
- Minimum five years relevant work experience at senior management level with significant national and or international organizations.
- Work experience in the service or hospitality industries will be an added advantage.
- Effective leader with excellent people skills, business acumen and exemplary work ethics coupled with high integrity.
- High level of competence in operational management.
- Knowledge of IT business infrastructure and MS Office packages.
- Outstanding organizational, interpersonal leadership, public speaking, decision- making and problem solving skills.
- Ability to communicate fluently in English in addition to the mother tongue.
- Upper age limit - 50 years.

# PERSONAL ASSISTANT TO CHAIRMAN

MSL Ref. No.7390

This is a unique opportunity and an extremely responsible position with direct reporting responsibility to the Chairman. It is vital that you display a positive attitude and a highly professional and results oriented approach to work, with flexibility to execute a wide range of duties.

## Responsibilities:

- Ability to handle correspondence, communications, presentations and other documents independently.
- Maintain administrative records of the executive office in a methodical and orderly manner.
- Manage and maintain executives' schedules, appointments and travel arrangements.
- Arrange and co-ordinate meetings and events.
- Record and distribute minutes of meetings and follow up on action.
- Monitor, screen, respond to and distribute incoming communications.
- Answer and manage incoming calls and visitors in a professional manner.
- Liaise with internal staff at all levels and interact with external clients.

## The Ideal Candidate:

- A professional qualification from recognized institution would be an added advantage.
- Possess at least five years' experience as a Personal Assistant, Executive Assistant or Confidential Secretary in a reputed organization/s.
- Proficient computer skills and in-depth knowledge of relevant software such as MS office package.
- Shorthand typing skills will be a definite added advantage.
- Excellent command of English both verbal and written in addition to the mother tongue.
- Should maintain confidentiality to the utmost at all levels.
- Exemplary planning and time management skills with ability to multi task and prioritize daily work.
- Must possess enthusiasm, accuracy, assertiveness and adaptability.
- Ability to handle correspondence independently.
- Possess self-confidence and maturity with commitment to the role.
- Commitment to work with minimum supervision using own initiatives.
- Upper age limit 55 years (Those within the age band and currently not working but willing to return to work too will be considered).

**The remuneration package will be on par with market rates and will fully reflect the person's qualifications and experience.**

**Please email your complete resume with contact details of two non-related referees to [mslr@slt.net.lk](mailto:mslr@slt.net.lk) on or before 04<sup>th</sup> April 2019 quoting MSL Ref. No. in the subject column.**

Only those possessing the minimum advertised qualifications, experience, age band and attributes will be shortlisted for preliminary interviews. The selection decision of the interview panel will be final and selections will purely be on merit.