

# LANKA ELECTRICITY COMPANY (PRIVATE) LIMITED

## Employment Opportunities

Lanka Electricity Company (Private) Limited, a distribution utility in Sri Lanka which has seven Branches covering operational areas of the coastal belt of the island from Negombo to Galle serving over 650,000 consumers and has a workforce of 1500 employees is seeking qualified personnel for the following post.

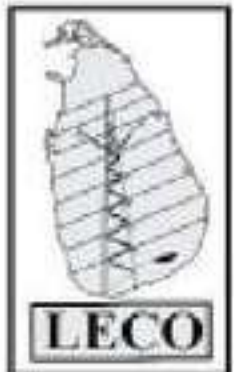
### SECRETARY TO THE ADDITIONAL GENERAL MANAGER

<b>Educational &amp; Professional Qualifications</b>	<ol style="list-style-type: none"><li>1. G.C.E. (O/L) six subjects including Sinhala/Tamil language, Mathematics and English with five credit passes in not more than two sittings</li><li>2. G.C.E. (A/L) three subjects (one sitting).</li></ol> <p><b>AND</b></p> <p>Proficiency in Stenography</p>
<b>Experience</b>	10 years' experience in secretarial work combined with a high sense of loyalty and discipline
<b>Other Qualifications</b>	<ol style="list-style-type: none"><li>1. Ability to maintain a filing system and attend to correspondence independently.</li><li>2. A high standard of English comprehension</li><li>3. High proficiency in MS Office package.</li></ol>
<b>Age</b>	Below 40 years as at 30 <sup>th</sup> March 2025

An attractive salary will be offered to the selected candidate with a wide range of fringe benefits.

Please forward your detailed Curriculum Vitae with copies of certificates together with names, addresses and contact telephone numbers of two non-related referees to reach the undersigned on or before **30<sup>th</sup> March 2025**.

The post applied for should be clearly stated on the application and on the top left hand corner of the Envelope.



**Additional General Manager**  
**Human Resources & Administration**  
**Lanka Electricity Company (Private) Limited**  
**1<sup>st</sup> floor, E.H. Cooray Building,**  
**411, Galle Road,**  
**Colombo 03.**