

# Are YOU The ONE?



JAT Holdings (Pvt) Ltd is looking forward to recruit a self-motivated and diligent individual to join our ever-expanding team in the capacity of

## PA/Secretary – Director Sales & Technical

### Requirements

- At least 1 years' experience in a similar capacity
- Business Analytical Skills
- Excellent communication skills in English & Sinhalese languages (both written and spoken)
- Experience in handling the Visa application process & accommodation will be an added advantage
- Age between 25 - 35 years
- Outgoing personality and a pleasant disposition
- Flexible in working long hours
- Be computer literate

### Key Responsibilities

- Organizing, Coordinating and following up on meeting schedules
- Creation of required presentations, reports & other necessary documents as and when required
- Coordinate all travel arrangement of Director Sales & Technical
- Coordinating and managing the visitors of Director Sales & Technical
- Completing the assigned tasks given by the Director Sales & Technical as & when required.

If you are the one send us your résumé to [careers@jatholdings.lk](mailto:careers@jatholdings.lk)