

VACANCY

Sri Lanka Institute of Biotechnology (Pvt) Ltd is fully government owned private company for research and developments including biotech related manufacturing process. We are looking for dedicated personnel to be a part of our team for immediate employment.

Executive Coordinator to Chief Operating Officer

Qualifications Required:

- Bachelor's degree in a relevant field such as Business Administration, Management, Science, or a related discipline

Experience:

- Minimum of 2-5 years of proven experience in a similar executive support or administrative role, preferably within a corporate or fast-paced environment

Your role:

- Serve as the primary liaison between company departments and the COO
- Independently handle and respond to inquiries effectively
- Coordinate internal meetings, including scheduling, agenda creation, note-taking, and ensuring timely follow-ups on action items
- Draft, edit, and proofread various documents, including memos, correspondence, meeting materials, and presentations directed by the COO
- Manage the collection of edits, additions, and suggestions for the Company's Strategy Plan and progress reports from multiple departments in a timely manner
- Process expense reports, cheque requests, corporate credit card statements, and review monthly financial ledgers for the COO's office
- Provide support for periodic Board of Directors meetings and ad hoc meetings organized by the COO
- Schedule and coordinate webinars, conference calls, and other virtual meetings involving diverse stakeholders
- Assist in formatting, editing, and communicating messages from the COO to staff as required
- Maintain and organize critical content, records, and folders relevant to the COO for future reference
- Offer logistical and event planning support for sessions held at both national and international levels

Competencies and Skills

- Excellent communication skills with a high level of written and verbal skill
- Must be proficient in Microsoft Office, Google applications and have the ability to learn other web-based applications and programs
- Exceptional organizational skills and attention to detail
- Ability to interact effectively with senior management, board directors and key stakeholders and maintain utmost professionalism, discretion, and confidentiality
- Proficiency in managing multiple tasks, handling confidential information, and working effectively & efficiently with diverse teams

If you meet above requirements, please email your detailed CV with contact details and two non-related referees within 7 working days of this advertisement.

e-mail: slibtec@gmail.com