WE ARE HIRING!



Executive Coordinator to COO

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research, development and manufacturing platform for the biotechnology business.

Responsibilities

- Serve as the primary liaison between company employees and the COO
- Independently handle and respond to inquiries effectively
- Coordinate all the meetings, including scheduling, agenda creation, note-taking, preparing meeting minuets and ensuring timely follow-ups on action items
- Draft, edit, and proofread documents channel through the COO Office, including memos, correspondence, meeting materials, presentations and any other documents as directed by the COO
- Manage all documentation edits, additions, and suggestions for the progress reports from multiple departments in a timely manner
- Provide support for periodic Board of Directors meetings and meetings conducted 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, files and folders relevant to the COO for future reference
- Offer logistical and planning support for events and meetings

We are looking for

- Minimum of 5 years of proven experience in an executive-level administrative role, preferably in a corporate or fast-paced working environment, with demonstrated experience in coordination and administrative management
- Bachelor's degree in Science, Business Administration, Management, or a related discipline
- Excellent communication skills in both Sinhala and English with a high level of written and verbal skills
- Must be proficient in Microsoft Office, Google applications and could 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, and working effectively & efficiently, under pressure and independently with diverse teams.

Please email your CV including two non-related referees, mentioning the position in the subject line, before 11th November 2026

E-mail: slibtec@gmail.com

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