



Join the Leader in Private Healthcare

Asiri Health is a leading private healthcare provider in Sri Lanka, comprising six hospitals that deliver exceptional clinical care through cutting-edge technology, innovation and medical excellence. With a strong reputation as a hi-tech pioneer in the sector, we offer a comprehensive range of services to meet the diverse needs of our patients. Strategically located in Colombo, the South and Kandy, our hospitals are committed to providing world class medical care to the communities we serve.

We are currently seeking a dynamic individual to join our team as;

PERSONAL ASSISTANT CUM ADMINISTRATION EXECUTIVE

The selected candidate will be responsible for enabling senior leadership to operate effectively by providing trusted administrative support, ensuring efficient coordination, clear communication, and the seamless flow of routine executive activities.

Roles and responsibilities:

- Provide high-level administrative support to senior leadership, ensuring the smooth and efficient management of day-to-day operations.
- Manage and coordinate executive calendars, appointments, and meetings, effectively prioritizing schedules and commitments.
- Coordinate, monitor and follow up on projects and assignments delegated by management to ensure timely and accurate delivery.
- Act as the primary point of contact for all correspondence and communication between the executive office and internal and external stakeholders.
- Maintain strict confidentiality, professionalism and a high level of attention to detail in all matters.

Experience and qualifications:

- Bachelor's degree / A recognized qualification in Administration, Management, Secretarial Studies or in a related field
- 2–3 years of relevant work experience
- Strong proficiency in MS Office applications and office IT systems

If you are a proactive and organized person who has strong written and verbal communication skills, we encourage you to apply and build your career within Sri Lanka's most trusted healthcare brand.

Please send your updated CV on or before 10th January 2026 via email, clearly indicating the position applied for in the subject line of the email.

**Manager - Human Resources
Asiri Central Hospital Limited,
No 114, Norris Cannel Road,
Colombo 10.**

| Web Site: www.asirihospitals.com Email: careers@asiri.lk