

*Micronet Global Services (Pvt) Ltd*  
*Colombo 02*

**WE ARE  
HIRING!**

**SECRETARY**

### KEY RESPONSIBILITIES

- Answer phone calls and respond to emails professionally
- Manage and maintain office records, files, and documents
- Schedule meetings, appointments, and maintain calendars
- Prepare letters, reports, and other correspondence
- Handle incoming and outgoing-mail
- Organize and coordinate office activities
- Maintain confidentiality of sensitive information
- Assist management and staff with administrative tasks
- Greet and assist visitors when necessary

### QUALIFICATIONS:

- GCE O/L or AIL (or equivalent qualification)
- Diploma or certificate in secretarial practice I
- office administration (preferred)
- Prior experience in an administrative role is an advantage
- Basic computer literacy (MS Office, Email)
- Fluent in English (spoken and written)

Gender: Female

Age Requirement: Below 30 years

Apply Now

**hr8@micronetglobal.net**