



## **PLANTATION HUMAN DEVELOPMENT TRUST**

### **VACANCY**

The Plantation Human Development Trust (PHDT) established in 1992, is an organization trusted for excellence and committed to support the Plantation Community to enhance their quality of life by providing sustainable development programmes through the Main Office in Colombo and its seven Regional Offices, in Badulla, Galle, Kandy, Kegalle, Hatton, Nuwara Eliya, & Ratnapura, invites self-motivated, dynamic candidates for the following position.

### **PERSONAL ASSISTANT TO DIRECTOR GENERAL**

#### **Qualifications**

- Degree or G.C.E. (A/L) with 3 Credits in one sitting including a Credit pass for English Language.
- Qualification in Secretarial practice from a reputed organization. Excellent command of English, and typing speed 40 wpm.
- Should be competent with MS Office packages.
- Knowledge of Sinhala & Tamil typing would be considered as added qualifications.

#### **Experience**

Minimum of 3 years' experience as a Secretary to a Senior Executive along with experience in all aspects of secretarial functions, Ability to handle correspondence in English independently, ability to maintain good external and internal public relations and good communication skills are pre-requisites.

Priority will be given for candidates with experience at corporate level

**Age:** Below 40 Years

**The selected candidate will be employed on renewable contract basis. An attractive remuneration package and medical scheme covering the family will be offered to the right candidate, with the required attributes**

**Please send your complete resume with contact details of two non-related referees within 10 days of this advertisement to the address given below stating the post applied for, on the top left corner of the envelope or email to [vacancies@phdt.lk](mailto:vacancies@phdt.lk) .**

**The Director General  
PLANTATION HUMAN DEVELOPMENT TRUST  
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Battaramulla.  
web [www.phdt.org](http://www.phdt.org)**