

Business Assistant and Analyst to GM/COO & Director

Sri Lanka

Job Description

Business Assistant and Analyst to GM/COO & Director (Salary Grade - Executive)

JOB RESPONSIBILITIES

- Critically evaluating operations and processes to identify opportunities by information gathering and steering related projects/ activities
- Implementing innovative solutions to increase productivity by observing the business environment
- Analyzing and tracking sales performance weekly and monthly to understand market trends.
- Coordinating and monitoring assigned projects till completion by continuous follow-ups, and problem-solving
- Attending and following up on business/ organizational development leads both internal and external
- Assisting the Director and COO by way of coordinating and arranging meetings, preparing reports/publication material, and taking down accurate minutes.
- Maintaining Director & COO calendar/diary by updating appointments.
- Attending to and following up on inquiries both internal and external routed from the Director & COO
- Generate/process letters relating to daily operations of the company which require Director & COO endorsement
- Maintaining Director, COO, and Divisional Heads/Managers’ leave records
- Making necessary overseas travel arrangements and hotel reservations in liaison with relevant parties
- Generating/processing letters related to daily operations of the company as and when requested by obtaining the required information.
- Performing other general administration/coordination in the company when required.

CANDIDATE PROFILE

- 3 passes at the GCE A/L examination
- Part or Full Qualification in CIMA, ACCA or CFA
- Bachelor’s degree/undergraduate in Finance, Business Management, Marketing or Engineering would be an added advantage
- Excellent command of the English language (oral and written)
- Strong data analytical skills
- Computer Literacy
- Ability to maintain confidentiality
- Ability to maintain relationships with a wide variety of stakeholders
- Previous work experience in a similar capacity would be an added advantage

If you think you have what it takes to be successful in the above challenging role, please apply within 7 days of this advertisement by email to careers@fedexlk.com indicating the position applied for and the company name on the subject line of the email.

Pay and benefits of the above position will be competitive and the rewards are performance driven.

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