

BE A PART OF A LEGACY SECRETARY

The Overseas School of Colombo is an international IB school in Sri Lanka.
Our non-selective school welcomes students with diverse academic backgrounds and abilities.

OSC Mission

Compassion. Courage. Curiosity.

Position Overview:

We are currently on the lookout for a qualified and capable individual to join our team of professionals.

Qualifications/Experience:

- GCE Advanced Level preferred
- A professional qualification in secretarial practice
- Minimum of 5 years' experience in a secretarial capacity
- Positive attitude and commitment to the OSC mission

Preferred Skills/Requirements:

- Good spoken and written communication skills
- Expertise working within the Google Workspace platform (Docs, Sheets, Calendars, etc.)
- Excellent organisational ability with good time management skills
- Discretion with confidential information
- Accuracy and attention to detail
- Ability to build good working relationships with people at all levels at OSC
- Strong collaborative skills to work within a team
- Good customer service skills
- Multi-tasking ability
- Flexible and adaptable attitude to change
- Calm and professional manner
- Ability to work on your own initiative
- Excellent administrative skills
- Event management skills
- Ability to communicate effectively with multinational and expatriate stakeholders

Remuneration

Will be awarded according to qualifications and experience.

How to Apply:

Your application should contain a CV, letter of application, and references. Interested candidates are invited to email their CV listing two non-related referees on or before **8th November, 2024** to **hr@osc.lk**. Please mention the post applied for in the subject line of your email.

Please note that only applications which include a CV, letter of application, and references shall be considered. We thank all applicants for their interest. However, only shortlisted candidates will be contacted.

OSC is committed to safeguarding the welfare of all children and young people and expects all staff, parents, and volunteers to share this commitment.

