



## **Sports Administrator – Secretary to the President and the General Secretary**

The Sri Lanka Tennis Association (SLTA) is the national governing body for Tennis and is a member of the International Tennis Federation (ITF) and the Asian Tennis Federation (ATF). The SLTA is affiliated with the Ministry of Sports and the National Olympic Committee (NOC) and works with multiple objectives of having an island-wide reach, competitiveness at regional and international levels, and providing a forum for social networking through Tennis.

We are seeking a talented applicant who is willing to fill the vacancy of Secretary to the President and the General Secretary under the Administration Department to work with the SLTA.

### **You are responsible for**

- Manage Daily Administration Tasks
- Manage President's and General Secretary's Diaries and Support
- Liaise with all the Stakeholders
- Managing Emails
- Organizing and Scheduling Meetings and Making Minutes

### **What we require from you**

- Prior experience in the Sports Administration/ Secretarial field
- Computer Literacy is Essential
- English Literacy
- Creativity and Adaptability
- Ability to Multitask
- Good Time Management and Planning Skills
- Interpersonal and Communication Skills

If you are the right person, please email your updated application to [sltenniscn@gmail.com](mailto:sltenniscn@gmail.com) and call us at 0705334062 for more information.

Salary can be discussed on the date of the interview.

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