



DAMSILA RESOURCES PVT LTD

Damsila Resources Pvt Ltd is a premier mining and export company that has been in the business of mining and exporting Phlogopite mica from their own deposits in Sri Lanka.

Damsila Resources Pvt Ltd is the leading exporter of Phlogopite mica from Sri Lanka holding approximately 75% of the market share.

We are currently seeking for an Assistant Manager to join our Atipola Mica mine located in Atipola.

Scope of work:

- Keeping Books (Time Sheets, Attendance Books Diesel, Petrol, Oil Books Explosive Book etc.)
- Petty cash handling
- Arranging daily works for female workers and drivers
- Attending to all vehicle, machines & generator repairs.
- Maintaining stores
- Helping to resolve employee issues and disputes
- Issuing explosives, fuel & other mining related equipment.

Qualifications:

- Education Qualification (A/L 3 passes)
- Sound knowledge of using Microsoft Office (Excel/Word)
- Basic English knowledge (Writing letters and E-mail etc.)

Skills:

- Sufficient personality for Labor handling.
- Time management and decision making

Experience Required: 3 years in relevant field (Preferable)

We make sure that the right candidate will be offered an **attractive remuneration package** align with market rate commensurate with qualifications and experience. (Accommodation and food allowance will be provided)

If you think you have what it takes to be successful in this challenging role, Please apply via email to hradmin1@damsila.com indicating the position applied for on the subject line of the email. The closing date for applications will be 25.08.2022

If necessary call for us : 011 2809337 (Hashini)

Damsila Resources Pvt Ltd

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011-2809337