

Administrative Assistant

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We are seeking the services of a lady below the age of 30 years to take up duties as an **Administrative Assistant**. The selected candidate will be engaged in all secretarial functions including systematic documentation regular correspondence with Partners, Departmental Heads, staff and clients ensuring utmost confidentiality with regard to matters both inside and outside the organization.

The ideal candidate should:

- Have at least 1 – 2 years relevant experience.
- Posses' excellent oral & written communication skills in English.
- Be fully conversant in MS Word, **Excel**, Email and Internet.
- Have a pleasant disposition with a flexible attitude.

If interested, please forward your resume, with the names and contact details of **three non-related referees**, to "Director - HRD" to reach us at Ernst & Young, 201, De Saram Place, Colombo 10 or email to careers@lk.ey.com. Please state "Post of Administrative Assistant" on the resume and envelope or the subject line of your e-mail.

All applications must be submitted by Monday 27th September 2022.

