



# **WE ARE HIRING!**

**IMMEDIATELY**

*Nuwara Eliya Golf Club is one of the oldest golf club in Asia and probably the world. It is an institution, rich in tradition, history and carries an ambience unparalleled in Sri Lanka.*

*NEGC looking for a suitable candidate for the below position.*

## **MANAGEMENT ASSISTANT (FINANCE & MEMBER RELATIONS OFFICER)**

### **RESPONSIBILITIES**

- Typing monthly meeting minutes and maintaining the minutes book.
- Providing support to the management and assist in other financial roles.
- Assist in part of membership including newly joined members to the club.
- Should be able to complete additional assigned tasks as required.
- Sort and distribute incoming emails to relevant parties in the office and prepare outgoing emails.
- Type and prepare a variety of written documents (letters, notices, etc.)

### **QUALIFICATIONS**

- Excellent English verbal and written communication skills.
- Passed G.C.E O/L and A/L successfully in commerce stream. (Preferably English Medium)
- Computer literacy, ability to correspond and communicate with high profile members & visitors.
- Age: 20-30 | Male/ Female
- Minimum one year experience in similar capacity would be an added advantage.
- Part / Full qualification in any academic / professional (CIMA / ACCA/CA/ AAT) courses will be added advantage.

**APPLY NOW!**

**[hr@nuwaraeliyagolfclub.com](mailto:hr@nuwaraeliyagolfclub.com)**

**Nuwara Eliya Golf Club,  
Nuwara Eliya  
0522222835**

