



Post of MANAGEMENT ASSISTANT

A suitable candidate is required to fill the above vacancy. Scope of work includes Clerical work, Visa application, and Human resource management.

Required qualifications:

- Good English knowledge.
- Excellent computer skills with experience in Microsoft office package.
- Ability to work under minimum supervision and under pressure to meet deadlines.
- Multitasking.
- Be a good team player.
- Prior experience in fields of Clerical work, Visa & HR.
- Close proximity to Wadduwa.

Salary is negotiable depending on experience.

Qualified applicants meeting the required attributes are requested to E-mail their CVs to the below address.

Forward your CV to
enwinv@gmail.com