

OFFICE BOY/GIRL - FEMALE (Preferred)

About the job

URGENT!!!

■ Job Role ;

- ✓ Must know to make beverages for the staff. (i.e Tea/Coffee) for tea break.
- ✓ To administer the sector.
- ✓ Help the staff with bringing the necessary documents/files when asked.
- ✓ Willingness to learn and take on new tasks.
- ✓ Cleaning and stocking the designated areas. (Office cleaning etc...)

■ Qualifications

- ✓ Minimum Qualification : Completion of G.C.E. O/L.
- ✓ Must have the ability to speak Sinhala (English and Tamil will be added advantage)
- ✓ Candidate age should be between 20 - 45
- ✓ Good Interpersonal And Communication Skills.
- ✓ Working hours Monday to Friday (8:30 am to 5:30 pm) and Saturdays (8:30 am to 3:00 pm.)
- ✓ Salary will be around 30000 - 40000
- ✓ Employees will be provided with monthly voice calls and data packages.
- ✓ This is UAE Dubai based Company Newly open Office in Sri Lanka

WhatsApp your CV to the number or to the email address given below Only if u can join Immediately. should be ready to work immediately after being recruited.

Company Name: Pathway Global Recruitment and Manpower Services (Pvt) Ltd.  
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