

ADMINISTRATION ASSISTANT



**JAYSONS
HOLDINGS**
Pvt. Ltd.
SINCE 1977

Jaysons Warehousing (Pvt) Ltd is an Engineered Quartz Stone manufacturing factory with our head office located in Mount Lavinia. We are seeking for new energetic team members to join our team.

JOB ROLE

- Provides administrative support to ensure efficient operation of office & factory .
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Makes travel arrangements for senior staff such as Airport pickups booking flights, cars, and hotel or restaurant reservations.
- Ensure optimal use of office equipment, supplies, and inventories through preventive maintenance
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, and office layout
- Coordinate internal and external resources to expedite workflow
- Oversee and achieve organizational goals while upholding best practices

REQUIREMENTS AND SKILLS

- Diploma or equivalent educational qualification is required.
- Minimum 3 years of experience in a similar capacity.
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license for light vehicles & Motor bikes valid driving licence for Motor bike / Light Vehicles.

ATTRACTIVE PACKAGE/NEGOTIABLE. PLEASE SEND YOUR CV WITH
DETAILS OF TWO NON-RELATED REFEREES TO :
HR@JAYSONSHOLDINGS.COM
SUBJECT: ADMINISTRATION ASSISTANT