

Puwakaramba Group of Companies is a conglomerate of business specialized with a high reputation for over 3 decades for importation and distribution in Sri Lanka. We are one of the leading companies in importing, whole selling and distributing for hardware items, tyres, tiles and bath ware appliances.

We are looking for young an energetic, enthusiastic and self-motivated individual to take on the role of Administrative function in our company. The ideal candidate would be a male below 35 years of age.

JUNIOR ADMINISTRATION OFFICER

Key Responsibilities ~

- Coordinating all Administrative/Technical matters
- Preparing & handling Administrative & operational records
- Maintaining and updating all company vehicle records
- Communication with respective institutions ~ Insurance companies/Suppliers/CEB....etc
- Supporting the company Directors and Managers in their duties when needed

Key Requirement –

- Passed G.C.E A/L Examination
- Minimum 01 year experience in similar capacity
- Be fully conversant in MS word, Excel & E- mail
- Knowledge and hands-on experience in General & Vehicle insurance procedures
- Should have valid Motor Bicycle riding license

A competitive remuneration package in line with industry standards a challenging a dynamic work environment awaits the right candidate. Persons living in close proximity to **Panadura, Moratuwa, Ratmalana, Mt. Lavinia** and **Piliyandala** are encouraged to apply.

Please send your CV within 07 days stating the names and contact details of two non-related referees to the address given below.



481, Galle Road Rawathawatta,
Moratuwa

E-mail :pgc.hrd2018@gmail.com

Tel: 0115 541 541 Fax: 0112 655322

