



**ARPICO
ENERGY**



WE ARE HIRING

PROJECT COORDINATOR / ADMINISTRATIVE SUPPORT

Arpico Energy, a subsidiary of Richard Pieris & Company PLC, is a dynamic presence in the energy sector. We deliver comprehensive energy solutions that span from energy consultation to the design and installation of photovoltaic (PV) systems, coupled with groundbreaking research and development initiatives. We are committed to advancing smart energy solutions across the globe.

Role Overview: We're on the lookout for an ambitious Project Coordinator/Administrator in Sri Lanka who will play an integral part in our operations. You will be expected to showcase exceptional problem-solving skills, attention to detail, and a proactive approach to all tasks undertaken. Your contributions will be instrumental in coordinating projects, ensuring effective communication, and enhancing our administrative processes to drive overall productivity.

Key Responsibilities:

- Prioritize a detail-oriented approach and proactive problem-solving in managing various projects and overseeing daily administrative tasks.
- Ensure seamless execution of projects by monitoring progress and promptly identifying and addressing potential issues.
- Exhibit excellent drafting and preparation skills in creating documents and correspondence while efficiently managing records and files.
- Foster a collaborative environment by liaising effectively with cross-functional teams.
- Assist in scheduling and organizing meetings and company events.
- Contribute actively to the continuous improvement of operational efficiency and productivity.
- Stay abreast of industry advancements and best practices relevant to project coordination and administrative support.

Requirements:

- Prior experience in an Administrator or similar role.
- Exceptional organizational and time management skills.
- Proficiency in both English and Sinhala.
- Familiarity with the MS Office Suite.
- Ability to maintain confidentiality.
- Strong interpersonal skills.

Keen on stepping into a dynamic career with expansive growth and learning opportunities? If you resonate with the requirements and are excited about the Project Coordinator and Administrative Support role based in Sri Lanka, send us your resume at the following email address: recruitment@sen-net.gg.

Please use the subject line: "Application for Project Coordinator/Administrative Support".