

VACANCY

Advertising Assistant



**LAKE
HOUSE**

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. Lake House is looking for a talented and dynamic individuals who possess the following qualifications and requirements to fill the above vacancy.

QUALIFICATIONS AND REQUIREMENTS:

- Passed the G.C.E. (A/L) and G.C.E.(O/L) examination in six subjects with 03 Credit passes including English Language
- Good command in English and Sinhala
- Knowledge in Computer Literacy
- The knowledge and experience in Marketing/Advertising will be an added advantage

DUTIES AND RESPONSIBILITIES:

- Handling the full Adverting booking process in the Ad-pro system
- Handle customer's queries professionally
- Communicate with the advertisers and internal divisions on required matters
- Maintain a good speed and accuracy of work

AGE LIMIT: BELOW 35 YEARS | REMUNERATION: NEGOTIABLE

Interested?

Then send your CV to

careers@lakehouse.lk Or

To - DGM-HR & Admin.

The Associated Newspapers of Ceylon Limited
No. 35, D.R. Wijewardene Mawatha, Colombo 10.



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