



OFFICE CLERK / PROJECT COORDINATOR

We are looking for suitable, educated, smart and experience candidate for above position located in Colombo 13.

Qualifications & Experience

- ✓ Excellent communications skills in English both oral and writing (Tamil will be an added advantage).
- ✓ Excellent customer service skills.
- ✓ Excellent knowledge in Computer and social media.
- ✓ Age below 30 having at least 02 years working experience will be an added advantage.
- ✓ Both Male/Female are encouraged to apply.
- ✓ Work Location, Colombo-13

Selected applicant will be offered an attractive remuneration package.

Who are ready to join should forward their CV to,

Email : sales@sunrisevacanza.com

WhatsApp : 0777721618

Sunrise Vacanza (Pvt) Ltd, 56. St. Lucia's Street, Colombo-13.