

OFFICE ASSISTANT

Sri Lanka Cricket is seeking a responsible Office Assistant to support day-to-day administrative and clerical tasks. The ideal candidate should be proactive, organized, and able to work in a fast-paced environment.

Key Responsibilities

- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc., as needed
- Oversee mail deliveries, packages, and couriers
- Monitor and order office supplies, maintaining inventory, and ensuring the office is stocked
- Ensure office equipment (printers, copiers, computers) is in good working order and arrange for repairs when necessary
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Run office errands such as picking up supplies or delivering documents

Required Qualifications & Experience

- GCE Ordinary Level Qualification
- Age between 30 and 50 years
- Prior experience handling office responsibilities
- Excellent verbal communication skills in English and Sinhala
- Highly organized multitasker who works well in a fast-paced environment
- Willingness to learn and grow with the company

Attractive and negotiable remuneration package with other fringe benefits and excellent career prospects await the selected candidate.

All applications should be forwarded to **vacancies@srilankacricket.lk** along with the names of two non-related referees who are not employed by Sri Lanka Cricket, within 7 days from the date of this advertisement.

**Please mention the post applied for on the subject line of the email*

**Please ensure all employment criteria is met prior to applying*

**Canvassing in any form will be a definite disqualification*