MILCO (PRIVATE)LIMITED

((Affiliated to the Ministry of Agriculture, Lands, Livestock & Irrigation)

MILCO is the pioneer in local dairy industry with a wide network in milk collection, production and sales throughout the island with "Highland" brand. It has four milk processing factories located in Colombo, Digana, Ambewela and Polonnaruwa. We are looking for dynamic & competent individuals to join our team.

Applications are called for under-mentioned Position to be filled on **Fixed Term Contract basis**.

Management Assistant (MA 1-2)

(Colombo Milk Factory/Head Office/Galle Sales Centre/Northern Provincial Office/Eastern Provincial Office)

Qualifications :- : (a) Having passed the G.C.E (O/L) Examination in Six subjects in **one sitting** with credit passes for Four subjects including,

i. Sinhala/Tamil
ii. Mathematics

(b). Having passed Three subjects (other than the General paper) at the G.C.E (A/L) Examination (**Preference will be given to commerce stream**).

Age : 18 – 45 **yrs.**

Allowance & Benefits : Monthly Basic Salary of Rs. 43,312 /- + Cost of Living Allowance of Rs. 17,800/-. In addition, Govt. and MILCO approved Allowances and other Benefits.

Other Requirements :-

Every applicant,

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

iii. Should be of excellent moral character.

Applicants may forward their CVs with names and contact numbers of two non-related referees by registered post to reach below mentioned address **on or before 27th November, 2026.** Please indicate the "**Post**" on the top left-hand corner of the envelope.

Manager – Human Resources & Administration
MILCO (PVT) LTD.
No. 345, Galle Road, Colombo 03