

# WE ARE HIRING OFFICE ASSISTANT



## Key Responsibilities:

- Coordinate and schedule meetings and appointments
- Assist with visa processing and travel documentation
- Manage logistics for office activities and events
- Provide general administrative support and handle external errands
- Maintain office cleanliness and stationery inventory

## Requirements:

- Proficiency in MS Office (Word, Excel, Outlook) and basic IT knowledge
- GCE Advanced Level (A/L) qualification
- Preference for candidates residing in Colombo



An attractive remuneration package will be offered to the selected candidate.



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Kavindu.Deshika@reckitt.com