

We are seeking a dynamic and well-organized professional to join our team as **Office Assistant**. This is an excellent opportunity for a motivated individual with strong administrative and communication skills to work closely with the senior management.

OFFICE ASSISTANT

KEY RESPONSIBILITIES

- Attend to all routine duties assigned by the Administration and assist in daily office operations.
- Handle internal document delivery, file management, and communication coordination as instructed.
- Ensure the Administration office is kept clean, organized, and presentable at all times.
- Serve refreshments and manage guest hospitality for meetings when required.
- Assist in arranging meetings, transporting files, and maintaining punctuality in assigned duties.
- Handle confidential and sensitive documents with utmost care and discretion.
- Perform any other duties assigned by the Administration Department.

QUALIFICATIONS & EXPERIENCE

- G.C.E. (O/L) or equivalent.
- Prior experience in a similar role in a corporate or government organization will be an advantage.
- Preferably between 25 – 45 years.

SKILLS & ATTRIBUTES

- Polite, respectful, and well groomed.
- Trustworthy & reliable with a strong sense of responsibility.
- Ability to maintain confidentiality & follow instructions accurately.
- Good interpersonal & communication skills.
- Punctual & willing to work flexible hours when required.

Send in your curriculum vitae with the names and contact details of two non-related referees and a recent passport size photograph to the address below. Please indicate the position applied for in the subject line of the e-mail.

Human Resources & Admin Department

Asia Broadcasting Corporation (Pvt) Ltd

Hiru Life Studio, 7th Floor,

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E-mail: ravindra@asiabroadcasting.lk

