



## **VACANCY – OFFICE ASSISTANT**

**Genesis College of English, Kurunegala**

Genesis College of English is seeking a motivated and responsible **Office Assistant** to join our team at the Kurunegala branch.

### **Key Responsibilities:**

- Perform day-to-day administrative and clerical duties
- Maintain student and office records accurately
- Handle correspondence and assist staff and visitors as required

### **Requirements:**

- Good communication and interpersonal skills
- Basic computer literacy (MS Office, email handling)
- Ability to work efficiently and multitask
- Previous experience in a similar position will be an added advantage
- **Candidates residing in or near the Kurunegala area are preferred**

**Location:** Kurunegala

**Employment Type:** Full-time

Interested applicants may forward their CV with contact details to [genesiscollege.english@gmail.com](mailto:genesiscollege.english@gmail.com) or via WhatsApp to **0719551642** on or before **05/12/2025**.

**Genesis College of English**  
*Inspiring learners. Building futures.*