

# OFFICE ASSISTANT

Location: Baddegama, Grandpass, Kaduruwela, Kollupitiya, Kotikawatta, Kurunegala, Kuruwita, Mount Lavinia, Mutwal, Nelliady, Nittambuwa, Pannala, Polgahawela, Veyangoda

## ◆ QUALIFICATIONS

- Good communication and interpersonal skills
- Basic computer literacy (MS Office, Email)
- Ability to handle multiple tasks efficiently
- Age below 38 years
- Freshers are encouraged to apply
- Male candidates only

## ◆ KEY RESPONSIBILITIES

- Handling daily office administrative tasks
- Managing phone calls and daily correspondance
- Assisting with document preparation and filing
- Coordinating office supplies and maintaining records
- Supporting HR and Management with general office duties
- Ensuring smooth day-to-day office operations

### How to Apply:

If you meet the above criteria, apply soon by sending your CV to [hr10@micronetglobal.net](mailto:hr10@micronetglobal.net)

