



VACANCIES

OFFICE CLERK & MARKETING CLERK

FULL-TIME & PART-TIME POSITIONS
TRAINEES ALSO CONSIDERED



REQUIREMENTS

- ✓ G.C.E. O/L or above
- ✓ Basic computer knowledge (MS Word, Excel, Email)
- ✓ Preferred young male applicants

1.0 For Office Clerk

- Maintain office filing systems
- Perform data entry, sending & reply emails
- Assist in preparing reports & documents

2.0 For Marketing Clerk

- Assist in marketing activities
- Contact potential clients records
- Maintain customer databases
- Support preparation of marketing proposals
- Maintain customer databases

LOCATION: COLOMBO

Please forward your CV to **HR MANAGER**

 **0773494479**

 **desencoeng@gmail.com**

Head office: Colombo Sri Lanka

