

SECRETARY

[OFFICE IN RAJAGIRIYA]

OPPORTUNITY TO WORK WITH:

MULTINATIONALS

BLUE-CHIPS

LOCAL GIANTS

QUALIFICATIONS

- FLUENT VERBAL & WRITTEN COMMUNICATION IN SINHALA & ENGLISH
- WORKING KNOWLEDGE OF MS OFFICE
- EXPERIENCE IN SIMILAR CAPACITY WOULD BE AN ADDED ADVANTAGE

CALL:

072 22 22 300

SEND YOUR CV TO:

talent360info@gmail.com

Talent 360 is a partner company of The Flying Elephant (Pvt)Ltd providing marketing and human resource solutions, consulting with multinational organizations, blue chip companies and local giants.