



DATA MANAGEMENT SYSTEMS (PVT) LTD.

Division 4



Founded in 1977, Data Management Systems (Pvt) Ltd. - DMS, has been a pioneer in the transfer of leading-edge technology to Sri Lanka and today has a large base of customers in Government, Commercial, Multinational and Banking sectors with a reputation for high quality products and services. DMS specialize in Systems Integration and provides total ICT Solutions to customers in Sri Lanka and Overseas.

DMS Division 4 is looking for personnel desiring a rewarding career in the ICT industry and the selected candidates will have the opportunity to work with computer hardware and software products from industry leaders such as Lenovo, IBM and VMware.

With the vision of providing and delivering a high quality of service to our customer's we are on the lookout for team players who could lead us into the future.

▪ **JUNIOR SECRETARY (FEMALE)**

Applicants should be under 26 years of age, possess a pleasing personality and have followed a course in Typing with a minimum of 01 year working experience in a secretarial environment. Knowledge of Microsoft Office Application such as MS Word, Excel and Power Point would be an advantage.

GENERAL

- All applicants to the above Positions should have a Good Command of the English language.
- Selected candidates will be given training to fulfill their job descriptions.
- Above positions include comprehensive Medical insurance on confirmation.
- Applicants are required to forward complete curriculum vitae supported by copies of certificates & name of 2 referees within 10 days of this Advertisement by e-mail or by post stating the position applied for on the top left hand corner of the envelope.

E-mail : careers.d4@dmsltd-lk.com

The Personnel Division
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159, Dharmapala Mawatha, Colombo 07.