



JCC

JAYAKODY COST CONSULTANTS (PVT) LTD

WE ARE HIRING

SECRETARY

Exciting opportunity to join our dynamic team as a **SECRETARY** and be an integral part of the next phase of our company's growth!

▼ Qualification

Should pass A/L Examination

▼ Job Role

Applicants must be **females** who are **18 - 25 years** of age having a proactive personality.

Day to day activities including: Provide assistance to technical team, Assist external communications, Assist in establishing and maintaining ISO standards.

▼ Remuneration

Negotiable

APPLY NOW



More information:

Jayakody Cost Consultants (Pvt) Ltd
No 418/8, Weli Road, Thalawathugoda
0112774992

Website: www.jccsl.com

Email: info@jccsl.com