

WE'RE HIRING!

PERSONAL ASSISTANT

Kapruka Holdings PLC, the largest locally-owned e-commerce enterprise in Sri Lanka, and a company listed on the Colombo Stock Exchange.

We're looking for a result oriented, Committed & self motivated professional to join with us,

Key Responsibilities :

- Coordinating all administrative and secretarial functions.
- Manage the calendars, including scheduling appointments, and meetings.
- Processing staff orders & maintain records.
- Internal and External communication and coordination.

Profile Requirement :

- Pleasant and a positive attitude.
- Excellent communication skills in Sinhala & English (both written and verbal)
- Proficient in the use of basic Microsoft Office packages.
- Age below 35.

Please mention the position you apply in the subject line of the mail



Apply via careers@kapruka.com or
call 071 4481481 for more info

Kapruka Holdings PLC
No.147, Old Kottawa Road, Mirihana, Nugegoda.