

Join hands to shape the future

Realise your professional goals within a rewarding environment: At MAGA, Sri Lanka's leading construction company, join the dynamic team driving the nation forward.



SECRETARY

Candidate Profile:

- Provide secretarial support to facilitate/support/supplement discharging of duties by the Project Management
- Proficiency in Microsoft Office packages, internet, and emails.
- Exceptional communication skills in English.
- Flexibility and adaptability to handle demanding workloads.
- Previous work experience in secretarial roles within the construction sector (an added advantage).
- Age below 35.

Location: Kandy

The above position provides excellent career progression opportunities in a professional environment, along with attractive remuneration.

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Manager Human Resources

Maga Engineering (Pvt) Ltd

200, Nawala Road, Narahenpita, Colombo 05

E-mail: hr@maga.lk | Tel: 011 280 8835