

WE'RE HIRING

PERSONAL ASSISTANT

LOCATION: RATHMALANA

SALARY: 170,000 LKR

MONDAY TO FRIDAY

09 AM TO 05 PM

- Excellent fluency in the English language is a must
- Previous Experience as a Personal Assistant or a Secretary to a Director, Chairman, or similar position for a minimum of 2 years is a must
- Strong communication skills, both written and verbal
- Pleasant and a positive attitude
- Tech savvy and proficient in Google Suite, Microsoft Office
- Eagerness to learn and grow professionally
- Willingness to take initiative and tackle new challenges
- Adaptability and flexibility in a dynamic work environment

Email or WhatsApp your CV to

sahan@dci.lk

0766232937