



Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: [www.hayleys.com](http://www.hayleys.com).

## FENTONS LIMITED

Hayleys Fentons is one of the most trusted engineering companies in Sri Lanka counting over 100 years of experience in delivering world-class engineering solutions. Today, it has propelled to become a one-stop destination for all engineering needs from renewable energy, ICT, mechanical, electrical and plumbing (MEP), security and surveillance, uninterrupted power supply (UPS), lighting solutions, facility management and a diverse portfolio of critical engineering services. Fentons became a member of the World of Hayleys in 2016.

### Administration Assistant (Maradana)

#### Job Responsibilities:

- Responsibilities may vary depending on the organisation's specific needs and the industry in which it operates.

#### Candidate Profile:

- Completion of GCE A/Ls or following an academic or professional qualification.
- Previous experience in the administration field will be an added advantage.
- Fluency in Sinhala languages is essential, and the ability to speak English/Tamil will be an added advantage.
- Basic computer literacy, including the MS Office package.
- Good team player.
- Having a valid driving license & bike will be an added advantage.

If you think you have what it takes to be successful in this challenging role, please apply via email to [careers@hayleysfentons.com](mailto:careers@hayleysfentons.com) indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.



**A World of Opportunity**