



A leading Company in Colombo wishes to invite dynamic and qualified candidates for the following vacancies for immediate recruitment.

### **Secretary / Coordinator**

**What we are looking for:**

- Maintaining business relationships with proper Communication and Coordination.
- Multi-tasking and efficiency in work.
- Fast learner, excellent team player with flexibility and positive attitude.
- Ability to attend to calculations accurately.

**Candidate profile:**

- G.C.E. A/L , AAT or other related qualification.
- Sound computer literacy and **proficiency in Excel**
- Fair knowledge in English Language.
- 2 – 3 years experience in similar capacity
- **Having a previous experience in the imports and freight forwarding will be added advantages.**

**A competitive remuneration package awaits the right candidate.**

**Please email your CV with a recent photograph (including 2 non-related referees) within 14 days of this advertisement to [hr@gbl-ops.com](mailto:hr@gbl-ops.com)**