

VACANCY

Deeshakthee Lanka Agencies Pvt Ltd



Kurunegala / Colombo/ Anuradapura Office

We are one of reputed company of the Foreign Employment Service industry in Sri Lanka. We are looking for high caliber self-motivated and energetic Individuals for immediate recruitment to fill the below Positions in Colombo Head Office, Kurunegala and Anuradapura Branch Office.

Executive – Public Relations (Male/Female)

QUALIFICATIONS AND ATTRIBUTES:

- Age should be below 45
- Should have qualification of Management High Diploma or any other equal professional qualification
- Over 10 years' experience in marketing or management job role.
- Should be have excellent communication skills in English and Sinhala.
- Should be sufficient Computer Literacy level for the Job role.
- Should have to be well documentation skills for the executive job role.
- Need excellent PR skills and ability to handling position in full time.
- Experience of foreign Employment segment should be special attribute.

ASSISTANT ACCOUNTANT/ACCOUNTING ASSISTANT (Male)

QUALIFICATIONS AND ATTRIBUTES:

- Should be full or part qualification of CA/CIMA/HNDA
- Minimum 4 years' experience handling finance segment, monthly management accounts, cash flow budgeting and forecast.
- Familiar with computerized Accounting system (QB/SAP etc.)
- Good oral and written communication skills in Sinhala/English.
- Proactive result orient and ability to work under pressure with minimum supervision.
- Proven team player with ability to engage with and drive the best from office colleagues.
- Age not to exceed 35 years.

Public Relations and Legal Officer – Male

QUALIFICATIONS AND ATTRIBUTES:

- Should be Experience Service in Sri Lanka Police / Three Forces holding executive rank.
- Sufficient Computer Literacy for the job role.
- Good Oral and Written communication skills in English/Sinhalese
- Ability to handling official legal cases with third party.
- Effective Communication and Negotiation Skills.
- Proactive, result driven and ability to work under pressure with minimum supervision.
- Proven team player with ability to engage with and drive the best from office colleagues.
- Age not to exceed 50 years.

Management Assistant / Call Center Operators – Male/Female (TAMIL/SINHALA)

QUALIFICATIONS AND ATTRIBUTES:

- Should have Degree or Other equal qualification on any Subject from reputed institute.
- GCE A/L from any Stream with minimum simple pass for all subject.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Experience of management assisting and documentation work of office would be considered.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

The successful candidate can look forward to an excellent remuneration package and other fringe benefits commensurate with performance. Please forward your complete resume (**PDF Format**) giving details of two non-related referees to the following email address and WhatsApp No within **7 days** of this advertisement.

Head of HR

Deshakthee Lanka Agencies Pvt Ltd

Email – deshaktheehr@gmail.com

WhatsApp - 0718102606