



Browns is one of the largest diversified conglomerates in Sri Lanka, which manages a fast growing and valuable portfolio of brands across several key industry sectors, such as automotive; plantations; leisure; power generation; agriculture; pharmaceuticals; investments; marine and manufacturing. Being in existence for over 150 years, the Company is built upon a strong foundation of strength, driven by a vision and a will to succeed. We are looking for a self-motivated, result-driven individual with a proven track record to join our Browns Group.

Key Responsibilities

- Deliver and collect documents between offices and workshops.
- Handle submission and collection of tender documents and other official paperwork.
- Deliver invoices and documents to customer locations.
- Collect payment cheques and deliver them over to suppliers/partners as and when required.
- Deposit cheques to the bank whenever necessary.

JOIN
THE DYNAMIC TEAM OF
Browns

Office Assistant

Candidate Profile

- G.C.E. O/L or A/L qualification.
- Previous experience in a similar role is preferred.
- Strong sense of responsibility and integrity.
- Good interpersonal and communication skills.
- Responsible, trustworthy and willing to travel between locations.

If you wish to apply for the above post, please forward your CV to us within 7 days of this advertisement.

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