

WE ARE HIRING!

OFFICE ASSISTANT

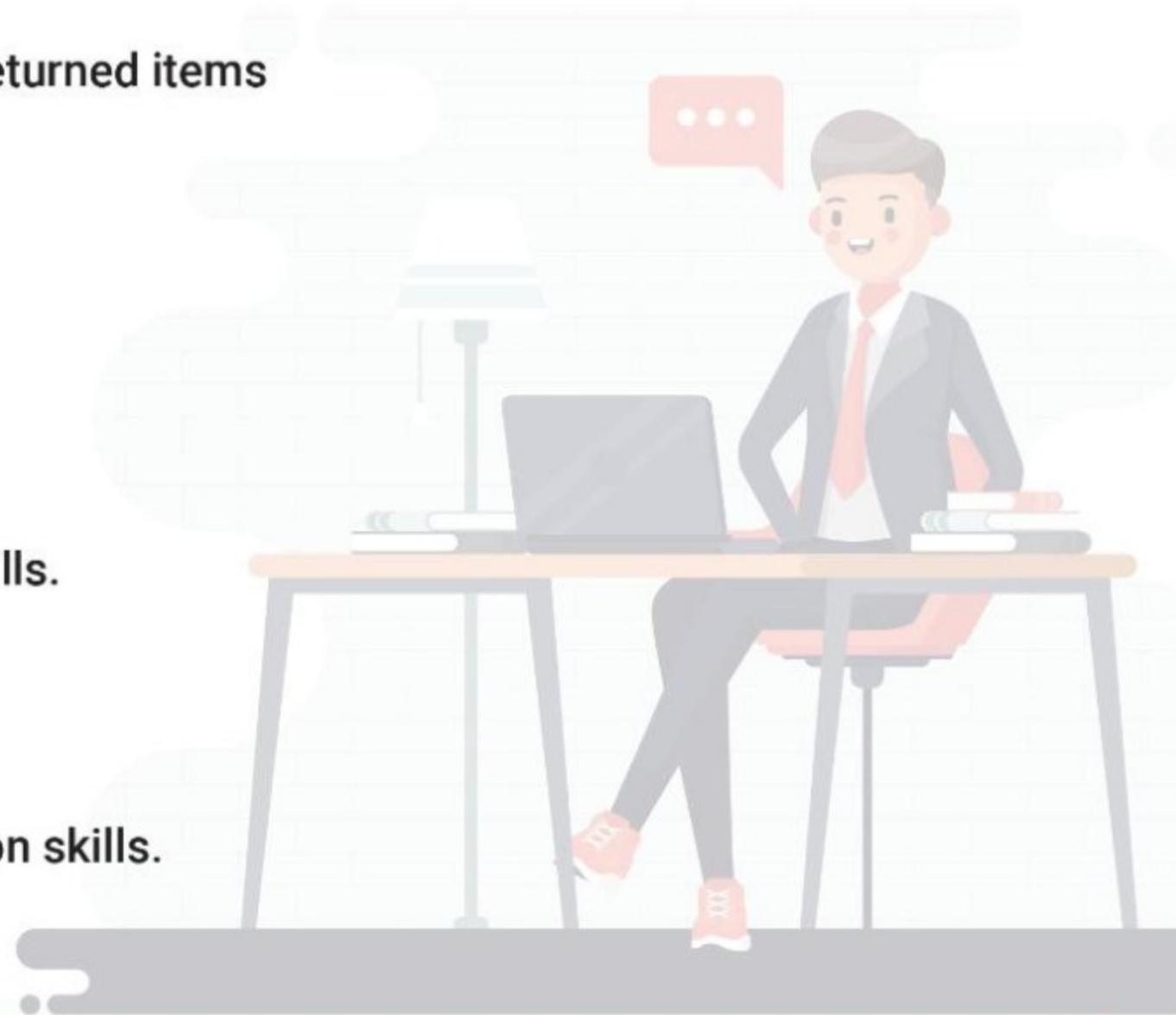
We are seeking a reliable and organized Office Assistant to join our team. The ideal candidate will play a key role in ensuring the smooth day-to-day operations of the office. This position involves supporting colleagues, managers, and maintaining a positive and efficient office environment.

Responsibilities

- Purchase IT products from relevant vendors/ suppliers
- Deliver products and communicate with customers
- Handling cash and cheques
- Keep a record of delivered products and returned items

Requirements

- Completed G.C.E O/L
- Strong organizational and multitasking skills.
- Valid driving license
- Should own a bike
- Excellent verbal and written communication skills.



The selected candidate is assured of an attractive remuneration package. Send your detailed resume to careers@dtech.lk along with contact details of two non-related referees within 10 days of this advertisement.