

VACANCY

Jaysons Holdings (Pvt) Ltd

Jaysons Holdings has been successful in planning, constructing and executing various projects in diverse spheres industry for over 35 years. Some of their projects are The Little England Cottages, Nuwara Eliya that has caught the attention of many affluent individuals worldwide, a luxury apartment complex in De Saram Road, Mount Lavinia a very exclusive project in Digana, Kandy and a Quartz Stone Production Facility in Badalgama. The Company Head Office is situated in Mount Lavinia.

(The selected applicants will be based in Mount Lavinia)

OFFICE ASSISTANT

KEY REQUIREMENTS

- Coordinate and communicate with all departments.
- Assist in procurement process.
- Visiting banks and handling payments.
- Visiting government institutions.
- Successful completion of G.C.E. O/L and G.C.E. A/L.
- Strong organizational abilities.
- Competency in English is an added advantage.
- Ability to prioritize given tasks and meet deadlines.
- Keen attention to detail.
- Male candidates residing in close proximity to Mount Lavinia are encouraged to apply.
- Preferably age between 35 - 50 years.
- Having a motor bike license with own motor bike will be an added advantage.
- A well disciplined, trustworthy person with good character will be favoured.

APPLY NOW

Please send your cv with details of two non related referees

To:- hr@jaysonsholdings.com

OR

Whatsapp :- +94 76 251 3551

With subject :- "OFFICE ASSISTANT"- "YOUR NAME"