



JOIN US TO DEVELOP NEXT – GEN OF LEADERS

MANAGEMENT ASSISTANT – MA 1-2

Colombo / Kandy

QUALIFICATION

- Having passed the GCE (O-L) examination in six subjects in one sitting with credit passes for four subjects including,
1. Sinhala / Tamil 2. English Language 3. Mathematics
- Having passed at least three subjects (other than the General Paper) at the GCE (A-L) examination.
- Computer Literacy–Having completed minimum of 120 hours Computer Course including Microsoft Office / Open Office (Theory and Practical)
- Fluency in English Language; Written & Spoken
- Customer Relation and Marketing experience would be an advantage.
- 03 years working experience

RECEPTIONIST

Colombo

QUALIFICATION

- Having passed the GCE (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
1. Sinhala / Tamil 2. English Language 3. Mathematics
- Having passed at least three subjects (other than the General Paper) at the GCE (A-L) examination.
- Excellent knowledge in MS Office
- Excellent interpersonal & communication skill
- Experience more than 04 years in similar role will be an added advantage
- Age 21 – 35 years
- Good Telephone etiquettes.
- Weekend work is mandatory. You may take two weekdays off if required

Age: Age should not be less than 22 years and not more than 45 years.

Other:

Every applicant,

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the postwell and to serve in any part of the Island.
- Should be of excellent moral character.

Suitably qualified candidates are invited to send Applications to the Email – hrm@nibm.lk (Please mention preferred subject area and centre in the email subject) giving full particulars of age, education, qualifications, experience etc. to the Director General, National Institute of Business Management , 120/5, Wijerama Mawatha, Colombo 07 on or before **14TH NOVEMBER 2025.**