



EKANAYAKE ASSOCIATES

WE ARE HIRING

OFFICE ASSISTANT

Job Responsibilities

- Assist with day-to-day office tasks.
- Perform general office assistant duties.
- Perform any other administrative duties assigned.

Requirements

- Knowledge in MS Word and other MS applications.
- GCE O/L & GCE A/L
- Good communication skills
- School leavers are encouraged
- Age between 18-30 years

Apply Now

Contact 0778811175

or

Send your CVs to navindi13@gmail.com