

WE'RE HIRING!

Office Assistant (Female)

Join Our Team at Bankhill Educare!

We are looking for a dedicated and organized Office Assistant to support daily operations at our **Kadawatha** branch. If you have a keen eye for detail, strong communication skills, and a positive attitude, we encourage you to apply!

KEY RESPONSIBILITIES

- Assist with general administrative and clerical tasks
- Maintain records and ensure accurate documentation
- Oversee inventory and ensure smooth operations
- Support payroll and basic financial tasks
- Handle email correspondence and follow up on tasks
- Maintain confidentiality and uphold professional standards

Join us and become part of a dedicated team focused on early childhood education!

REQUIREMENTS

- A/L qualification (minimum requirement)
- Previous experience in an administrative role is an advantage
- Basic computer literacy (MS Office, Email, etc.)
- Proficiency in English (both written and spoken)
- A positive attitude and willingness to learn
- Ability to multitask and work under minimal supervision
- School leavers are encouraged to apply
- Age: 20 – 35 years

WHAT WE OFFER

- Competitive salary package
- Opportunities for professional growth and development
- A supportive and collaborative team environment

HOW TO APPLY

Interested candidates are invited to submit their CV/Resume to careers@bankhilleducare.edu.lk
Subject line: "Office Assistant – Kadawatha Branch"