

VACANCY

Deeshakthee Lanka Agencies Pvt Ltd – Colombo/Kurunegala/Anuradapura/Matara Office

We are one of reputed company of the Foreign Employment Service industry in Sri Lanka. We are looking for high caliber self-motivated and energetic Individuals for immediate recruitment to fill the below Positions in Colombo Head Office and Branch Office.

Management Assistant – Male/Female

QUALIFICATIONS AND ATTRIBUTES:

- GCE A/L in Commerce Stream with minimum simple pass for Accountancy.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Experience of management assisting and documentation work of office would be considered.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

Receptionist/Call Center Operators

QUALIFICATIONS AND ATTRIBUTES:

- Should be pass GCE A/L in any subject Stream.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Should be skills on Computer Type setting Sinhala and English.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

The successful candidate can look forward to an excellent remuneration package and other fringe benefits commensurate with performance. Please forward your complete resume (PDF Format) giving details of two non-related referees to the following email address and WhatsApp No within 7 days of this advertisement.

Head of HR - Deshakthee Lanka Agencies Pvt Ltd

Email – deshaktheehr@gmail.com WhatsApp - 0718102606