

Alumex PLC

Established in 1988, Alumex PLC is a subsidiary of Hayleys PLC and has been a leading force in Sri Lanka's Aluminium industry. Our manufacturing facilities are located at the Lindel Industrial Estate in Sapugaskanda, Makola and Minuwangoda Road Ekala. Alumex is specialized in the development and production of Aluminium extrusions, serving a diverse range of applications. Our unwavering commitment to excellence has positioned us as the market leader, distinguished by our exceptional product range. We are proud to hold licenses for manufacturing Aluminium Profiles for global brands and have earned ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and SLSI certifications, attesting to our commitment to quality. In the dynamic landscape of Sri Lanka's construction industry, Alumex has emerged as a fast-growing corporate entity. We are now poised for further expansion, both locally and beyond. We are currently inviting applications from qualified candidates to join our team and the selected candidate will be located in our Sales & Marketing Office at Nawala.

Office Assistant

Job Summary:

The Office Assistant is responsible for providing comprehensive administrative and clerical support to facilitate the efficient and effective functioning of the office. The role involves managing routine office operations, maintaining accurate records and documentation, coordinating office services, and supporting internal stakeholders with day-to-day administrative requirements.

The main job functions of this position will include:

- Handle day-to-day office operations and provide general administrative support to staff.
- Maintain, organize, and update physical and electronic office files, records, and documents.
- Manage photocopying, printing, scanning, and filing of documents in a timely and accurate manner.
- Receive, record, and distribute incoming mail, courier items, and internal documents.
- Coordinate meeting arrangements, including room setup, stationery, and refreshments when required.
- Ensure the office environment is neat, organized, and compliant with company standards.
- Perform any other administrative or clerical duties assigned by supervisors from time to time.

The suitable candidate should possess:

- GCE Ordinary Level (O/L) qualification is mandatory, GCE Advanced Level (A/L) will be an added advantage.
- Minimum 1 year of experience in a similar office or administrative role is preferred.
- Good communication Skills.
- Ability to read and write English (Basic level is acceptable).
- High level of accuracy, confidentiality, and attention to detail.
- Willingness to handle outdoor duties when required.

The remuneration package for the above position is very competitive and the rewards are performance-driven. If you think you have what it takes to be successful in this challenging role, please apply **within 7 days** of this publication by email to **hrd@alumexgroup.com** or by post to **DGM - HR and Admin, Alumex PLC, Pattiwila Road, Sapugaskanda, Makola** indicating the position applied for on the subject line of the email or on the top left corner of the envelope.

