

# OFFICE ASSISTANT

A reputed client is seeking a reliable **Office Assistant** to support daily operations.

**Location:** Colombo

**Contract:** 1 Year

**Salary:** Rs.85,000

**Male applicants preferred**

## Qualifications

- **6 months to 1 year** of relevant experience
- Proficient in MS Office (Excel, PowerPoint, Word)
- Communication skills in **Tamil** and **English**
- Professional, proactive, and reliable
- Having a tuk tuk will be a added advantage

## Key Responsibilities

- Data entry and basic record-keeping
- Coordinating with internal teams and supporting documentation processes
- Attending client meetings as required
- Handling errands such as visits to the post office, bank, and other institutions
- Procuring office supplies locally
- Performing general administrative tasks

**Apply Now!**

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