



“BE PART OF A WINNING TEAM”

Softlogic Retail (Pvt) Ltd, a fully owned subsidiary of Softlogic Holdings PLC, is a leading partner for many of the world’s leading Consumer Electronics and Furniture Brands in Sri Lanka. Softlogic’s extensive retail and distribution network, comprising over 230 showrooms located island wide, has made its retail chain a natural choice for customers in Sri Lanka. Softlogic Retail has an enviable range of international brands in its portfolio such as Panasonic, Samsung, Dell, Candy, Nokia, Apple, Acer, and Xerox, to name but a few, and also carries its own private label brands such as Softlogic Prizm, MAXMO, and Softlogic Furniture. While benchmarking a strong presence, we place a high emphasis on instilling integrity, professionalism, and proactiveness in employees while creating a highly competent workforce. As a member of the Softlogic Group, you will have valuable scope for career advancement as well as the opportunity to follow your passion among seasoned professionals in their respective industries.

OFFICE ASSISTANT

JOB PROFILE

- Perform cheque deposits, cash collections, and other banking-related activities
- Deliver and collect documents across intercompany branches and departments
- Obtain signatures on cheques and other essential documents from relevant internal and external parties
- Assist with data entry tasks, including updating internal databases, forms, and Excel sheets
- Maintain and organize office files, records, and documentation

REQUIREMENTS

- Minimum G.C.E. A/L qualification
- 1–2 years of experience in a similar role is preferred
- Ability to multitask and work under minimal supervision
- A positive attitude, the ability to work as a team player, and a strong sense of responsibility

