



URGENT RECRUITMENT

01. Office Assistant (Female)

Qualifications:

- G.C.E. A/L qualified.
- Proficient in Microsoft Office applications (Advanced knowledge of **MS accounting package**)
- Good communication skills
- Willingness to support overall office operations.

02. Site Supervisor (Male)

Qualifications:

- Certificate course in NVQ or NCT (Civil) with or without experience. (Preferred with Experience in Building construction projects.)
- Experience in **building construction** projects will be an added advantage.
- Minimum one year of hands-on experience in construction operations.
- Should be capable of coordinating with clients, reading and interpreting measurement drawings, and handling labours efficiently.

(Attractive remuneration will be paid as per highest industry standards)

Interested candidates are requested to email their curriculum vitae, along with the names of two non-related referees, to **workengineering@yahoo.com** within **10 days**.

Address: No. 134/20,

River Front, Colombo Road,

Biyagama.

Tp. : **011-2487194**