

WE ARE HIRING

OFFICE ASSISTANT

Key Responsibilities:


- Visit banks for import/export document transactions
- Collect Delivery Orders (DO) from shipping lines
- Process container deposit refunds
- Obtain licenses and approvals from government offices
- Renew port permits and assist with office tasks


Requirements:

- Prior experience in a similar role is an advantage
- Ability to work independently and meet deadlines



APPLY NOW

 careers@arpico.com

 RICHARD PIERIS & COMPANY PLC, 310, High Level Road, Navinna, Maharagama

