

# We're **HIRING!**

## **DOCUMENTATION OFFICER**

### **REQUIREMENTS :**

- Graduate qualification in any relevant field
- Excellent communication and written skills in English
- Previous work experience in a similar role will be an added advantage
- School leavers are encouraged to apply

### **BENEFITS :**

- Salaries in par with industry standard
- Attractive commission structure
- Medical Insurance
- Individual investment plan
- Welfare benefits
- Career Growth plan



No.6/2, Unity Place, Colombo 03

If you are interested please email YOUR CV within 14 days



VISIT OUR WEBSITE :  
[www.platinumconsultancies.com](http://www.platinumconsultancies.com)



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