

Office Assistant

VIMAN – Ja-Ela

John Keells Properties is the leader in Sri Lanka's real estate market, delivering iconic projects like The Emperor, The Monarch, OnThree20, 7th Sense, TRI-ZEN, Cinnamon Life and VIMAN. We develop innovative and sustainable living spaces that set benchmarks in urban and suburban living

At John Keells Properties, you'll be part of a team committed to "Creating New Worlds" in real estate through innovative and sustainable living spaces that set benchmarks in urban and suburban living. We are seeking a talented experienced Site Administration Executive in carrying out general administration work at site.

If you are driven and eager to excel in a fast-paced work environment, we invite you to apply!

Job Profile

- Assisting the Admin Executive in carrying out general administration work at site.
- Handling administrative tasks related to operations and maintenance of site stores.
- Assisting the admin officer in maintaining general wellbeing of the site staff and maintaining relevant records.
- Managing the security operation at site in coordination with the Admin Executive.

Personal Profile

- A diploma or an equivalent qualification in Business Administration, or a related field.
- Prior experience in site administration or office administration.
- Ability to multitask and handle site-related concerns effectively.
- Experience in managing security and operational functions is an advantage.

If you are confident that you possess the above requirements, please send in your CVs to hr.jkp@keells.com on or before the mentioning the position applied for on the subject line.



**By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.*