



Office Assistant

We are a BOI-approved state-of-the-art manufacturing facility for the production of knitted fabric and we are situated in Biyagama Export Processing Zone. With our capacity increment, we are looking for a dynamic, smart, and self-motivated individual to join us with Lumiere team.

Requirements

- GCE A/L or above Education/Professional qualification.
- Proficient in Excel and MS office packages.
- Good interpersonal and communication skills.
- Be a good team player.
- Previous experience in an Office Assistant or a similar administration role would be added advantage.
- Willingness to travel outside of the office for certain office-related tasks.
- Having a motorbike with valid driving license would be added advantage.
- Male candidate residence close to Biyagama is preferred.

Interested candidates should forward their CV to careers@lumieretl.com within 14 days of the advertisement.