

CLERK

Requirements

- Proficiency in MS Office package
- Excellent written & verbal communication skills
- Strong focus on accuracy in data entry and administrative tasks
- Previous customer service experience would be an added advantage

Please send us your CV mentioning the position in the subject line with two Non-related referees within 7 days of this advertisement to the below mentioned e-mail.

Email: vacancy@nawaloka.com

THE DIRECTOR / GENERAL MANAGER
NO.23, DESHAMANYA H.K. DHARMADASA MW, COLOMBO – 02.

