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## OFFICE ASSISTANT-FEMALE

The preferred candidate should be below 30 years of age, with at least 1-2 years of experience as an Office/Admin Assistant. The candidate will be responsible to assist the Chief Engineer with the documentation work in the Engineering Department. The applicant should be proficient in Microsoft Office package and drafting professional emails. Good coordination and communications skills are highly required.

To apply, please send your CV to [aghhrd.colombo@tajhotels.com](mailto:aghhrd.colombo@tajhotels.com)