



WE'RE HIRING!

OFFICE ASSISTANT



Position: Office Assistant | **Industry:** Solar Panels & Inverters



Educational Qualifications

- ✓ G.C.E. O/L or A/L
- ✓ Certificate/Diploma in Office Administration (preferred)



Skills Required

- ✓ MS Word, Excel, & Email
- ✓ Sinhala & English Communication
- ✓ Filing & Documentation
- ✓ Phone & Customer Handling



Experience Preferred

- ✓ 1-2 Years in Similar Role
- ✓ Office Records & Correspondence

Why Join Mega Solar?

Join a Fast-growing
renewable energy company!



Apply Now

Send Your CV to: support@megasolar.lk

Mega Solar (Pvt)Ltd - Sri Lanka/[Colombo-support@megasolar.lk](mailto:support@megasolar.lk)

