

# WE ARE HIRING!

Sumathi Holdings (Pvt) Ltd is a diversified conglomerate in Sri Lanka with a strong presence across multiple sectors, including Information Technology, Telecommunications, Media, Healthcare, Security, and Retail. We are committed to excellence, innovation, and sustainable growth, driven by a dynamic team of professionals.



## KEY RESPONSIBILITIES

- Perform general clerical and administrative tasks to support daily office operations.
- Handle incoming and outgoing correspondence, documents, and deliveries.
- Assist in filing, photocopying, scanning, and maintaining records.
- Support staff with errands such as bank transactions and document submissions.
- Ensure the office environment is organized and provide assistance during meetings or events.

## REQUIREMENTS

- Passed G.C.E. (O/L) Examination
- Minimum of 1 year's experience in a similar Office Assistant role
- Age between 18 and 45 years
- Male candidates are encouraged to apply

## WHAT WE OFFER

- A competitive salary package.
- Opportunities for career growth and professional development.

An attractive remuneration package with fringe benefits awaits the right candidate.



**SUMATHI HOLDINGS (PVT) LTD**

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**SUBMIT YOUR CV**

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