

# Officer - HR & Admin

Location-Hambanthota

We are seeking a dynamic and responsible individual to join our team as an Admin Staff member for Port Services operations.

## Key Responsibilities:

- Coordinate daily HR and administrative activities in collaboration with the Admin Manager
- Prepare and submit daily and weekly reports accurately and on time
- Maintain proper documentation and records related to administrative functions
- Provide general administrative support to ensure efficient office operations

## Requirements:

- Male candidate aged between 18 – 35 years
- Passed G.C.E. Advanced Level (A/L)
- Prior experience in port operations is an added advantage
- Well conversant with Microsoft Office packages (Excel, Word, PowerPoint, MS Teams, etc.)
- Possess a valid driving license (mandatory)

**APPLY NOW**  
**[careers@dsi.lk](mailto:careers@dsi.lk)**

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