Office Assistant

We are looking for a reliable and energetic Office Assistant to support the Company Secretarial Department in ensuring smooth administrative and operational functions.

Key Responsibilities

- Assist with day-to-day administrative tasks within the Company Secretarial Department.
- Handle document filing, record maintenance.
- coordination with other Departments and external parties.
- Support preparation and handling of company-related documentation.
- Attend to outdoor duties as and when necessary.

Skills and Experience Required

- Minimum qualification: GCE A/L.
- Proven experience as an Office Assistant or in a similar role will be an advantage.
- Proficiency in MS Office (Word, Excel, Outlook).
- Age between 18 – 30 years.
- Pleasant personality with good interpersonal skills.

McLARENS GROUP

McLarens Holdings Ltd.
284, Vauxhall Street,Colombo 2.
+94 11 479 9100
www.mclarens.lk