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Office Assistant - Outsourced

The Job

- Support day-to-day administrative functions
- Maintain records and documentation
- Assist in payment related operations
- Collaborate with internal teams to ensure smooth operations

The Person

- Educational qualifications in GCE O/L and GCE A/L
- HR Diploma or related Course is an advantage
- Competency in basic MS Office applications
- Strong communication and coordination abilities
- Male candidates are preferred for this role
- A valid bike driving license is mandatory

If you possess the required attributes to perform the above mentioned scope of work, e-mail your CV to apply@dns.dialog.lk on or before 15-May-2026.