



The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. The Lake House is looking for a talented and dynamic individual who has the following qualifications and requirements to fill the below vacancy.

**VACANCY**

# STAFF ASSISTANT- LEGAL DEPARTMENT

## Qualifications & requirements:

- At least Pass GCE A/L examination with 03 years' relevant experience in Staff Assistant position
- Previous experience in a legal related field would be an added advantage
- Computer skills including proficiency in Microsoft Office
- Typing skills in English & Sinhala language
- Excellent organizational skills and attention to details
- Must be able to maintain strict confidentiality and adhere to ethical standards

If you are confident that you possess the above requirements, please apply with detailed resume within 07 days of this advertisement to

**[careers@lakehouse.lk](mailto:careers@lakehouse.lk)**



**LAKE HOUSE**

THE HUMAN RESOURCES DEPARTMENT  
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