



Office Assistant

Litro Gas Lanka Ltd is a trusted national brand with a proud 150 year heritage in business, leading Sri Lanka's LPG market with over 80% market share. Our products are essential to the daily lives of millions of Sri Lankans, and we ensure uninterrupted supply through the widest and most robust island wide distribution network in the country.

We are looking for a result oriented self motivated candidates to join our organization for above positions.

Key Responsibilities:

- Assist in day to day operations of the respective department.
- Maintain departmental records, files, and documentation accurately and efficiently.
- Prepare reports, correspondence, and other administrative documents as required.
- Coordinate with internal departments and external stakeholders to facilitate departmental activities.
- Assist in data entry, document processing, filing, and record management.
- Support departmental staff in achieving operational objectives and deadlines.
- Ensure confidentiality and accuracy of departmental information and records.
- Perform any other duties assigned by the Head of Department.

Candidate Profile:

- Passed G.C.E. Ordinary Level Examination
- Good communication and interpersonal skills.
- Basic knowledge of Microsoft Office applications (Word, Excel, PowerPoint) would be an advantage.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Ability to work under pressure and meet deadlines.
- High level of integrity, professionalism, and attention to detail.
- Prior experience in a similar capacity will be an added advantage.
- Willingness to work extended hours, including weekends and public holidays when required, to support operational and business requirements.
- Age below 45 years.

An attractive remuneration package await the right candidate.

Please email your updated CV with a recent photograph and contact details of two non related referees within 14 working days of this advertisement to to: careers@litrogas.com