



A well-established reputed Company located in Colombo 01 is seeking a suitable candidate who is self-motivated and challenging to join our dynamic team. As a fast growing company, we deal with the latest business models and out of box thinking, giving every individual the freedom to come out with their outstanding solutions to enhance their work experience, beneficial to both the individual and the company as well.

Coordinator / Office Clerk

Responsibilities:

- Creating, Maintaining and Updating documents with proper **Communication and** Coordination.
- Ability to work independently and under pressure.
- Meet deadlines and perform multiple tasks within the capacity with minimum supervision.
- Positive working attitude with willingness to learn.
- Ability to attend to general clerical work.
- Attending to daily activities in well planned and organized manner.

Requirement:

- G.C.E. A/L and AAT or any other related qualification
- Proficient in MS Office packages, especially in **MS Excel**
- Fair knowledge in English Language
- 2-3 years experience in a similar capacity or in procurement **will be a definite advantage**

**INITIAL INTERVIEWS AND WORKING
IN THE COVID – 19 HIGH RISK TIME PERIOD
WILL BE
ONLINE**

*A competitive remuneration package on qualification and work experience
awaits the right candidate.*

*Please email your CV with **A recent photograph**
(including 2 non-related referees) within 14 days of this advertisement to
elt2@elt-post.com*