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Executive – Administration

Job Profile

An excellent opportunity exists for a young, dynamic and results oriented individual to assume the role of an Executive – Administration at LOLC Holdings PLC with the potential to work in a challenging working environment

The Job

- Control and manage all general administration matters
- Ensure timely maintenance & upkeep of buildings and various systems of the factory premises, payment of government levies and applicable fees according to the approved guidelines Coordination of Utility payments, security, janitorial services, tea services, Garbage services, Courier services, pest control services & insurance of the premises
- Ensure all Stationery requirements are attended to and to place the order through the system. Admin Officer to ensure timely distribution of stationery.
- Coordinate transport activities with Central Admin
- To support & provide a suitable work environment for new recruits and to work together with HR & Central Admin Office to provide them with requirements such as, mobile SIM, visiting cards, company ID, laptop.

The Person

- Should possess GCE (A/L).
- Minimum 02 years' experience in a similar capacity with a proven track record.
- Fair knowledge in computer literacy (MS office)
- Preference will be given to those who are located closer to Homagama and a team player who can work well with the team.
- Willingness to work long hours.
- Age between 20-30 years.
- Pleasing personality who can adapt and change to meet the requirements of the job.

If you believe that you are the right person we are looking for, forward your complete resume within 7 days of this advertisement.

Send us your CV within 7 days through

thavendrany@lolc.com

