

# IMMEDIATE VACANCIES

Immediate vacancies exist in our organization for the following positions.

## **ADMIN OFFICER (Head Office Colombo)**

Two years experience in Administration with computer literacy which includes handling internet, emails, letter typing and maintaining work files. (Candidates living near Rajagiriya area are preferred with valid Motor bike riding license.)

## **MECHANICAL MAINTENANCE FOREMAN (Meegahakiula and Mahiyanganaya)**

Minimum two years experience of handling Vehicle Maintenance, Servicing, and Vehicle tracking. Ability to identify required spare parts and perform on time preventive maintenance. Ability to keep the vehicles in good condition with day to day monitoring. Diploma in mechanical / Automotive engineering will be an added advantage. (Candidates who are residing Meegahakiula and Mahiyanganaya area are preferred with valid Motor bike riding license)

## **ACCOUNTS ASSISTANT (Meegahakiula and Mahiyanganaya)**

Partly Qualified with AAT or equivalent with 1 year experience in similar capacity. Familiar with MS office package is a must. (Candidates who are residing Meegahakiula and Mahiyanganaya area are preferred with valid Motor bike riding license)

## **STORE KEEPER (Mahiyanganaya)**

Knowledge in store keeping procedures in Road Construction projects with 1 year experience.

## **RECEPTIONIST(Head Office Colombo)**

Pleasing personality with excellent telephone etiquette and minimum two years working experience in reputed organization. Excellent command in English and ability to communicate in a confident, Friendly and Professional manner. (Candidates below 35 years of age and living near Rajagiriya area will be preferred)

## **PERSONAL ASSISTANT / STENOGRAPHER (Head Office Colombo)**

Excellent typing skills in both Sinhala and English Language with correct Grammar. Minimum 1 year experience in similar role will be an added advantage. (Candidates living near Rajagiriya area will be preferred)

## **PURCHASING OFFICER (Head Office Colombo)**

Minimum two years experience in similar role and familiar with purchasing and supplier management in Construction Industry. Good communication and negotiation skills to identify the best suppliers with quality products and lowest prices. Ability to work with minimum guidance. Diploma in relevant field will be added advantage. (Candidates living near Rajagiriya area are preferred with valid Motor bike riding license.)

## **FOREMAN (Asphalt Paving crew in-charge Meegahakiula and Mahiyanganaya)**

Minimum two years experience in similar role and familiar with handling of Asphalt paving crew in Road Construction. Ability to manage the team effectively and calculate the correct quantities. Inspect the same and verify the quality. Qualification in relevant field will be added advantage. (Candidates who are residing Meegahakiula and Mahiyanganaya area are preferred with valid Motor bike riding license)

E mail: [jobs@komuthi.lk](mailto:jobs@komuthi.lk)

**Attractive salary and fringe benefits await the right candidates.**

Please forward the completed Curriculum Vitae with your contact details and names of two non-related referees within 7 days of this advertisement.

The Manager (Human Resource)

**KOMUTHI ENGINEERING SERVICES (PVT) LIMITED**

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