



Immediate Vacancies

We are a subsidiary of Access Engineering PLC, a leading CSE listed company with core business of construction. We are also in the construction business highly specialized in leisure sector along with ceiling/Aluminium manufacturing and installation.

With our rapid expansion of our business we are looking for dynamic and energetic people who believe in taking the Company to the highest level.

Construction Division-Site

- **Admin Officer**

- Safety & health Diploma or equivalent qualification with minimum three year Experience.
- Excellent Knowledge in Computer Programs (Excel, Word and Other Software)
- Ability to work effectively under pressure.
- Manage day to day admin & operational functions of the site.
- Preferable retired forces officers.

Please forward your complete resume by mail/ e-mail with contact details of two non-related referees and a passport size photograph to reach us on or before 03rd September 2021, indicating the post applied for on the top left corner of the envelope or in the subject cage of the e-mail. Any form of canvassing will be a disqualification.

Email to: hr@accessprojects.lk

Access Projects (Pvt) Ltd

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ICTAD-C1 & ISO 9001-2015 certified Company