



RANK ENTERTAINMENT HOLDINGS (PVT) LTD

422, R.A. De Mel Mawathe, Colombo - 3

VACANCY

MANAGEMENT ASSISTANT / TRAINEE

This opportunity is for candidates who are willing to enter into corporate sector field where they will be offered with excellent career growth opportunities along with a pleasant working environment. You will report to Deputy Chairman and CEO.

REQUIREMENTS:

- Candidates with a dynamic personality
- Graduate Degree with 1 year work experience preferred but not with below 35 years of age
- Have an excellent command of English both written and Oral
- Maintaining Business relationship with proper communication and coordination
- Fast learner, Excellent team player, with flexibility and positive attitude
- Experience in office management, HR and administration will be an advantage

Send your Application with a recent color photo and two non-related referees by email to

hhr@rank.lk