



Any
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LONG RIDE
TRENDY RIDE

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DSI Tyres[®]
for a rewarding career



DSI Tyres[®]

Samson Rubber Industries (Pvt) Limited, a member of the DSI Samson Group is the leading manufacturer of tyres & tubes both for domestic and export markets. Our products are exported to over 70 countries around the world and we are the market leader in the domestic market.

OFFICE CLERK - MAINTENANCE

ROLES & RESPONSIBILITIES

- Support to oversee administrative tasks of the Maintenance Department
- Systematically manage all related documentation
- Draft letters, memos, reports and presentations
- Assist with all maintenance projects and ensure all deadlines are met
- Ensure the availability of machines and necessary equipments for routine maintenance activities

MINIMUM EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

- Passed G.C.E. A/L in Mathematics or Science stream
- Age below 25 Years
- A sound knowledge in Microsoft office package.
- Sound oral and written communication skills in English language
- A pleasing personality
- Previous experience in similar job category will be an added advantage

A successful **male candidate** will have an opportunity to work in an exciting, enriching and growth oriented organizational environment with scope for rapid career progression. Right individuals can look forward to an exciting remuneration package and an array of fringe benefits.

Please forward your curriculum vitae together with the names and contact details of two non-related referees to reach us within 10 days from this advertisement.

AGM - Cluster Human Resources ,
Samson Rubber Industries (Pvt) Limited
Jinasena Mawatha,
Mahara, Kadawatha

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A MEMBER OF

DSI samson
group