



**DAVID PIERIS RACING & LEISURE (PRIVATE) LIMITED**

## Operations Assistant



David Pieris Racing & Leisure (Private) Limited, a member of David Pieris Group, is the managing company of Sri Lanka's first internationally certified karting track and leisure complex based in Bandaragama, renowned as the best in Asia and one of a kind in the world.

We are looking for an experienced Service Executive for our internationally certified Karting Track located in Bandaragama.

### Responsibilities

- Work closely with the Operations In-Charge to oversee daily business operation.
- Assist in administration functions including documentation, processing of payments, preparing business reports and other business metrics.
- Evaluate processes and submit recommendation to the management for necessary improvements.
- Maintain and archive confidential files, agreements and other important correspondences.
- Issue materials and replenish stocks based on the agreed re-order levels.
- Collect customer payments in accordance with payment due dates.

### Requirements

- A Diploma in Business Management or similar qualification related to office administration, coupled with an equivalent level qualification in Business/Professional English from a recognized university/ institution.
- Minimum 2 years' experience in a similar role, at a recognised establishment.
- Ability to handle problems effectively in stressful, high-pressure situations, exercising good judgment and timely decision making, while maintaining strong ethical standards consistent with company policies and rules.
- Excellent communication skills, both written and verbal, in English and Sinhala.
- Excellent organisational, supervision, negotiation and analytical skills.

If you feel that you measure up to our expectations, apply in confidence by email within seven (07) days of this advertisement and indicating the position applied for, in the subject line.