

Administrative Assistant

PERMANENT POSITION
FEMALE

We are the leading company in Sri Lanka in the house building industry with a history of 107 years spanning 5 generations.

We are looking for a candidate to undertake the below job responsibilities. The Administrative Assistant will be part of the Supply chain team coordinating with the site managers, engineers, quantity surveyors, and construction coordinators. You are required to execute the daily work related to ongoing site operations from the Head office.

Responsibilities

- 1.Coordinating with the PMs, Assistant engineers through video calls. (Daily video calls are mandatory)
- 2.Checking tools and rented items and obtaining daily updates from the relevant coordinator.
- 3.Coordinate with the relevant departments to meet the set site targets.
- 4.Checking the Engineer's report, tool & rented items update daily and balance material available at the site, and then releasing the final payments to laborers and contractors.
- 6.Directing and overseeing all aspects of construction projects from start to finish, including scheduling and organizing workers' tasks and materials.

Remuneration Package & Benefits

- Salary negotiable
Salary increments and other benefits will be given based on good performance.
- Permanent position including EPF & ETF

If you are the right candidate for the above position e-mail your cv to **careers@vajirahouse.net** or send by post before

6th December 2023

Vajira House Builders (Pvt) Ltd

R.A. De-mel Mawatha, No 23, Deal Place A,

Colombo 3 **Tel: 0112 577191 / 0112 577192**



BRITISH GOVERNMENT ERA CO.

Vajira House Builders

107 years spanning 5 generations

www.vajirahouse.net No: 23, Deal place A, Colombo 3

