



PROJECT COORDINATOR (HEAD OFFICE)

Key Responsibilities

- Provide administrative support services to construction team
- Manage documentation, filling & invoicing
- Coordinate communication & deliveries of documents with customers and suppliers
- Communicate, coordinate & manage documentations with internal finance teams
- Analysing & incorporating information & data

Candidate Profile

- Minimum of 3 simple passes in G.C.E A/L
- 5 years of experience in a similar capacity. (Previous experience in Construction industry will be a definite advantage)
- Certificate or Diploma in Project Management or Business Administration.
- Below 35 years of age.
- Computer literacy is a must (MS Office package)
- Fluency in English & Sinhala.
- Must be result oriented.

If you feel you possess the required skills and experience for this position, please forward your CV to careers@idealgroup.lk indicating the position in the subject within 7 days of this advertisement.

 077 243 0629