

Vacancy for Admin and Front Office Coordinator

Expected to perform a multidisciplinary role along with front office duties.

Job Responsibilities

- Answer the telephone, place calls, greet visitors to the organisation and direct them appropriately.
- Handle all communication including phone, Fax, IDD call register, incoming and outgoing surface, and electronic mail.
- Manage the bookings on the internal and external requirements for the meeting rooms.
- Assistance in travel (air ticketing) and visa matters.
- Logistical needs for field work and events.
- Scheduling meetings and taking Minutes and share among team members.
- Assist in administration matters such as: obtaining quotations.
- Attending to office maintenance, liaising with third parties, coordinating purchases in the absence of Administrative Officer.
- General administrative matters relating to the Board Meetings and Annual General Meetings.

Candidate Profile

- GCE(A/L) or GCE(O/L) with a higher certificate in a relevant discipline.
- At least 1 years of experience.
- Excellent communication skills and working knowledge of English.
- Ability to work in Sinhala.
- Ability to work in Tamil will be an added advantage.
- Computer literacy (word processing, email, internet, Excel).
- Pleasant personality with excellent PR skills.
- Hardworking, Punctual and Trustworthy.
- Age should be below 35 years.

We offer a competitive, performance related salary in Sri Lankan Rupees, a collegiate working environment and plenty of opportunities to grow professionally.

Send your application to vacancies@cepa.lk with a recent photograph. CVs should include two non-related referees.

Applications will close on 7th of March 2021.

HR Unit, 16, Jawatta Road, Colombo 5, Sri Lanka, Tel: 94-11 2503009.
www.cepa.lk, info@cepa.lk