

Here's an excellent opportunity for you to be a part of Sri Lanka Cricket

## » OFFICE ASSISTANTS

### Office Assistant Duties and Responsibilities

- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
- Manage and maintain files, records, and correspondence for meetings.
- Arrange schedules for meeting space and conference rooms.
- Oversee mail deliveries, packages, and couriers.
- Order, track, and invoice office supplies for each department.
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms.
- Arrange itineraries and executive correspondence.

### Requirements and Qualifications

- Be between the age of 18 – 35 years.
- O/L qualified.
- Prior experience handling office responsibilities, experience in customer service, or related field.
- Excellent written and verbal communication skills in English and Sinhala.
- Highly organized multitasker who works well in a fast-paced environment.
- Willingness to learn and to grow with the company.

## » DRIVERS

### Driver Duties and Responsibilities

- Utilize vehicles in the most cost effective manner as assigned by the management.
- Maintain the assigned vehicle well.
- Carry out daily inspection on vehicles.
- Deliver personnel and goods on time to the locations assigned.
- Attend to any other duty as required and/or directed.

### Requirements and Qualifications

- G.C.E O/L and Possess a valid driving license issued by the RMV/DMT.
- 5 years' experience as a driver in a public or private sector organization.
- Strong team building capabilities, and problem solving skills.
- Ability to execute tasks with a high level of efficiency and meeting aggressive time targets.
- Mechanical Knowledge.

An attractive and negotiable remuneration package with other fringe benefits will be offered based on qualifications, experience and competence.

All applicants should forward their applications to [vacancies@srilankacricket.lk](mailto:vacancies@srilankacricket.lk) along with the names of two non-related referees within 7 days from the date of this advertisement.

**Human Resources Department, Sri Lanka Cricket**

No. 35, Maitland Place, Colombo 07