



OCEAN VIEW DEVELOPMENT COMPANY (PVT) LTD

CAREER OPPORTUNITY

Ocean View Development Company (Pvt) Ltd is a leading real estate and property development company in Sri Lanka, driven by a vision **"To be on the top of excellence in the property development sector."** With a strong focus on quality, innovation, and customer satisfaction, OVDC specializes in the development of individual homes and condominiums that meet modern urban needs. We are committed to delivering spacious, well-designed properties with reliable maintenance services offered at affordable prices to enhance everyday living.

Our company is seeking qualified and motivated individuals to the following permanent position, subject to a one year probationary period.

Management Assistant (Real Estate)

Qualifications

01. Having passed the G.C.E. (O/L) Examination in six subjects in one sitting with credit passes for four subjects including, Sinhala/Tamil, English Language and Mathematics.
02. Having passed three subjects (other than General Paper) at the G.C.E. (A/L) Examination.
03. A minimum of one-year post qualifying experience after obtaining the above qualification.

Extra added qualifications

01. Diploma or Certification in Real Estate Management/ Property Development from a recognized University or Institute.
or
02. Diploma or Certification in Business Management/ Administration and Project Management from a recognized University or Institute.
03. Proficiency in MS Office (Word, Excel, Power Point).

Remunerations

- Salary Scale - Rs. (46,000 + 09x540 + 10x675 + 10x844 + 10x1, 055 = 76,600)
In addition,

Basic	-	Rs. 46,000.00
Cost of Living	-	Rs. 17,800.00
Other Allowance	-	Rs. 7,000.00

Monthly Gross Salary - Rs. 70,800.00

- EPF contribution will be 10% by the employee; OVDC will contribute 15% and 3% for EPF and ETF respectively.
- Age should be not less than 21 years and not more than 45 years.

Application Details

Interested candidates meeting the qualifications should E-mail their applications / Resume to, ***ovdc123@sltnet.lk***

Application Deadline : 14 November 2025.

(Applications submitted after the deadline will not be considered) Conditions apply.

For inquiries or further information, contact, Manager (HR), Tel - **011-2598317**

**Chairman / Managing Director,
Ocean View Development Company (Pvt) Ltd.
"Ocean Tower" 19th Floor, 25 1/2, Station Road, Colombo-04.**