

KANDY FRIEND IN NEED SOCIETY

819, Peradeniya Road, Mulgampola, Kandy.

**VACANCY
MANAGEMENT ASSISTANTS**

We are looking for dynamic, dedicated and team oriented individuals who can make a valuable contribution to the continued success of the organization.

Requirements / Qualifications :

- Age between 20 - 35 years (Male or Female)
- Minimum G.C.E. Advanced Level or Higher Education University graduated
- Self-motivated with a positive attitude
- Good communication skills both verbal and written in English & Sinhala
- Ability to communicate in Tamil will be an advantage
- Basic knowledge of MS Office package & Excel

The closing date for applications will be 31st January 2026. Only shortlisted candidates will be contacted.

Contact Tel No. 0812225100 for further details.