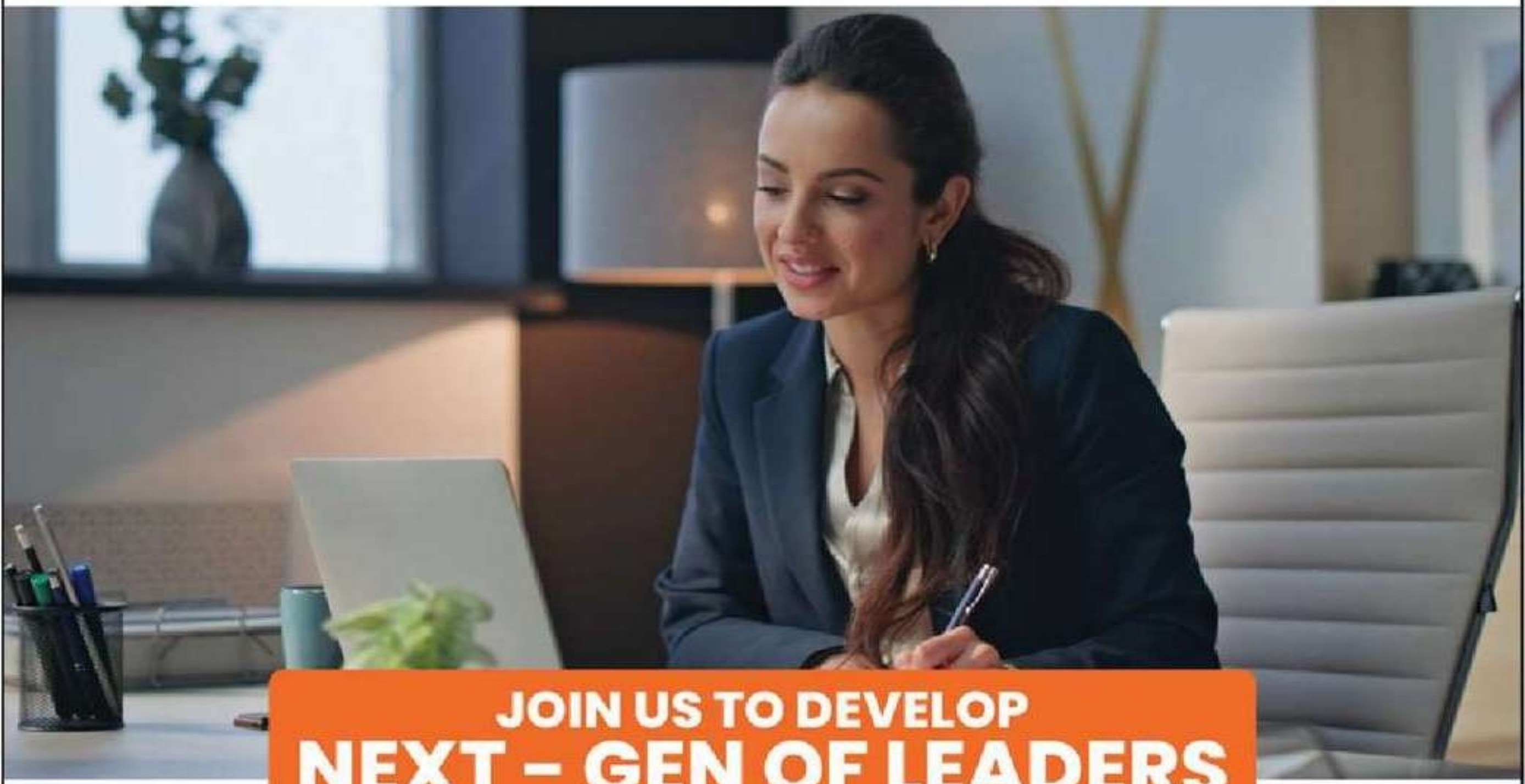




JOIN US TO DEVELOP NEXT – GEN OF LEADERS

MANAGEMENT ASSISTANT - MA 1-2 Colombo / Kandy

QUALIFICATION

- a)** Having passed the GCE (O-L) examination in six subjects in one sitting with credit passes for four subjects including,
1. Sinhala / Tamil 2. English Language 3. Mathematics
- b)** Having passed at least three subjects (other than the General Paper) at the GCE (A/L) examination.
- c)** Computer Literacy–Having completed minimum of 120 hours Computer Course including Microsoft Office / Open Office (Theory and Practical)
- d)** Fluency in English Language; Written & Spoken
- e)** Customer Relation and Marketing experience would be an advantage.
- f)** 03 years working experience

RECEPTIONIST Colombo

QUALIFICATION

- a)** Having passed the GCE (O/L) examination in six subjects in one sitting with credit passes for four subjects including,
1. Sinhala / Tamil 2. English Language 3. Mathematics
- b)** Having passed at least three subjects (other than the General Paper) at the GCE (A-L) examination.
- c)** Excellent knowledge in MS Office
- d)** Excellent interpersonal & communication skill
- e)** Experience more than 04 years in similar role will be an added advantage
- f)** Age 21 - 35 years
- g)** Good Telephone etiquettes.
- h)** Weekend work is mandatory. You may take two weekdays off if required

Age: Age should not be less than 22 years and not more than 45 years.

Every Applicant,

- 1. Should be a citizen of Sri Lanka
- 2. Should be physically and mentally fit to discharge the duties of the postwell and to serve in any part of the Island.
- 3. Should be of excellent moral character.

Suitably qualified candidates are invited to send Applications to the Email – **hrm@nibm.lk** (Please mention preferred subject area and centre in the email subject) giving full particulars of age, education, qualifications, experience etc. to the Director General, National Institute of Business Management , 120/5, Wijerama Mawatha, Colombo 07 on or before **15th November 2025**.