

Are YOU The ONE?



JAT Holdings (Pvt) Ltd is looking forward to recruit a self-motivated and diligent individual to join our ever-expanding team in the capacity of

Assistant Manager – Administration & Facility Management

Requirements

- Degree in Facility Management/Business Administration
- Previous experience in managing housekeeping & general administration in a corporate environment
- Excellent interpersonal skills
- Fluent in both English and Sinhalese languages (both written and spoken)
- Be computer literate

Key Responsibilities

- Assisting the Head of Administration to maintain the administration related work in the company
- Liaising with the external parties (vendors, suppliers) & internal departments to ensure a smooth flow of admin functions of the company
- Overlooking the housekeeping & admin operations of the Head Office and other locations owned by JAT

If you are the one send us your résumé to careers@jatholdings.lk