



WE ARE HIRING!

Multi Duty Officer (Female)

Responsibilities

- Support to administrative tasks of the Organization.
- Handling welfare and CSR activities including procurement.
- Coordinate with internal and external stakeholders.
- Support and coordinate for School events and maintain relevant reports.
- Ensuring all tasks are completed in a timely, efficient and accurate manner.

Profile

- Communication skills in English language.
- Strong interpersonal skills.
- Computer literacy in Microsoft Office package.
- Age between 35-45.
- Prior work experience in a similar capacity.
- Close proximity to Wattala.

**Please send your CV to
careers@okischool.lk**

**Human Resource Manager
OKI International School - 43 Old Negombo Rd,
Wattala**