



WORK YOUR WAY FULL-TIME REMOTE

LEVEIN

PERSONAL ASSISTANT/ EXECUTIVE ASSISTANT - VIRTUAL

Skills : Must have experience with Asana, Fluent English speaking and writing, corporate communications, scheduling, task management, minute taking, must have good knowledge and skills in Google apps like calendar, Microsoft office and other workplace productivity and task planning tools, Providing 'day to day' assistance and support to the CEO, Experience with artwork using canva and social media management for CEO

Work Experience: (mandatory)
Minimum 4-5 years experience

Academic: (mandatory)
Degree in Business Management, Human Resources or relevant field

Remuneration:
Gross Salary up to LKR 200,000/-

Location: Remote WFH + Occasional Meets at our Colombo 5 office – Sri Lanka
Work Hours: 45 hours a week with mandatory weekend availability.

Benefits: Paid leave, career upskilling opportunities, eLearning courses



CLICK HERE TO APPLY

Application Deadline 25 October

**Join LEVEIN - Discover a world of opportunities.
Get Dubai industry exposure and take your career to the next level.**