

WE ARE HIRING

OFFICE ASSISTANT

Key Responsibilities:

- Visit banks for import/export document transactions
- Collect Delivery Orders (DO) from shipping lines
- Process container deposit refunds
- Obtain licenses and approvals from government offices
- Renew port permits and assist with office tasks

Requirements:

- Prior experience in a similar role is an advantage
- Ability to work independently and meet deadlines



APPLY NOW



careers@arpico.com



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