



**SRI LANKA RED CROSS SOCIETY**

*If you are proactive, highly motivated, results oriented and ready to embark on a challenging career*

*Come join us*

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
<p><b>Office Assistant</b></p> <p><b>01 Position</b></p> <p><b>Based in National Headquarters</b></p> <p><b>HRM 002/2025</b></p> <p><b>Attractive Remuneration, depending on your Qualifications, Experience &amp; Competencies</b></p>	<p>At least educated Ordinary Level (O/L)</p> <p><b>with</b></p> <p>03 years' post qualification experience in Office Assistant Position.</p>	<ul style="list-style-type: none"><li>· Ability to organize, store, and retrieve files and documents efficiently</li><li>· Record Keeping: Ability to manage and maintain accurate records of office activities, correspondence, and documents.</li><li>· A Strong telephone etiquette, ability to interact with visitors, clients, and colleagues effectively.</li><li>· Interpersonal Skills: Ability to work with a team, build relationships with colleagues, and provide customer service to visitors or clients</li><li>· Understanding the importance of confidentiality, especially when dealing with sensitive information or personal data</li><li>· Familiarity with basic office equipment such as printers, photocopiers, and fax machines.</li></ul>

The Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

**General Requirements**

- Sound understanding of humanitarian, community, and volunteer-based service interventions.
- Should be a quick learner with the ability carry out SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability to work under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews.

Please email your application to [jobs@redcross.lk](mailto:jobs@redcross.lk) or post to Director General, Sri Lanka Red Cross Society, No 106, Dharmapala Mawatha, Colombo 07.

On or before 28.01.2025 (HRM 002/2025)