



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
Office Assistant 01 Position Based in National Headquarters HRM 002/2025 Attractive Remuneration, depending on your Qualifications, Experience & Competencies	At least educated Ordinary Level (O/L) with 03 years' post qualification experience in Office Assistant Position.	Ability to organize, store, and retrieve files and documents efficiently Record Keeping: Ability to manage and maintain accurate records of office activities, correspondence, and documents. A Strong telephone etiquette, ability to interact with visitors, clients, and colleagues effectively. Interpersonal Skills: Ability to work with a team, build relationships with colleagues, and provide customer service to visitors or clients Understanding the importance of confidentiality, especially when dealing with sensitive information or personal data Familiarity with basic office equipment such as printers, photocopiers, and fax machines.

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 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)