

POST OF

MANAGEMENT ASSISTANT

for the office of the Alumni Association of the
University of Peradeniya

Qualifications

- A/L qualified
- Good command of Spoken and written English
- Active and dynamic personality with quick learning skills and self-motivation
- Ability to meet deadlines and achieve targets
- Having experience in IT is an added advantage (word processing and managing spreadsheets; maintain social media profiles; Manage Google Drive)

Assignment basis remuneration

Send CV to info@alumni.pdn.ac.lk

**on or before June 1, 2023 with recommendations
of two non-related referees.**