

# 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
- Experience in IT is an added advantage (word processing and managing spreadsheets; maintain social media profiles; Manage Google Drive)
- Monthly Payment : LKR 25,000-45,000 (will be decided based on qualifications)

Send CV to [info@alumni.pdn.ac.lk](mailto:info@alumni.pdn.ac.lk)  
on or before May 02, 2024 with recommendations  
of two non-related referees.