



## Colombo Young Men's Buddhist Association

# Administrative Assistant

### Key Requirements

- Very good verbal and written communication skills in English and Sinhala languages (Knowledge in Tamil would be advantageous)
- Proficiency in IT (Diploma or higher level)
- Ability to use content management systems, publish content on websites and experience in publishing content on social media platforms
- Age below 35 years
- Salary negotiable

Contact - 011 269 5786 / 011 268 2398 / 011 269 8083  
E-mail - [admin@colomboymba.com](mailto:admin@colomboymba.com)  
Address - Colombo YMBA,  
No.70, D.S.Senanayake Mawatha, Colombo 08.

Closing Date - 15<sup>th</sup> November 2022

Please forward your detailed CV with two non-related referees to [admin@colomboymba.com](mailto:admin@colomboymba.com) or above postal address along with a recent photograph.

(Please mention the position applied for in the email subject or in the upper left corner of the envelope)

Applications will be treated confidentially and only shortlisted candidates will be contacted.