



THE INSTITUTION OF ENGINEERS SRI LANKA

120/15, Wijerama Mawatha, Colombo 07

POST OF MANAGEMENT ASSISTANT

The Institution of Engineers, Sri Lanka, the apex body of the Engineering profession in Sri Lanka, invites applications from suitably qualified persons for the above post.

Age: Between 25-35 years at initial recruitment

Educational Qualifications:

- A bachelors degree from a recognized university

Skills & Competency Profile:

- Dynamic and result oriented individual with right attitude and ability to learn fast
- Fluency in written and spoken English
- Good team player
- Excellent customer service skills
- Experience in managing/coordinating digital platforms with good IT skills for handling email communication and MS Office

Duly signed applications together with complete resume including names, addresses and contact details of two referees (non-related) and original certificates on education and experience should be sent to **info@iesl.lk** with a copy to **opr.mgr@iesl.lk** on or before 27th December 2021.

CEO/ Executive Secretary
The Institution of Engineers, Sri Lanka
120/15, Wijerama Mawatha, Colombo 07.
(Tel. 2698426, Fax. 2699202)