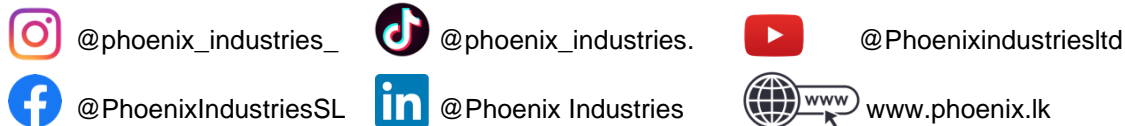


Phoenix Industries: Administration Assistant – Colombo

Imagine what **you** could do here! At Phoenix, great ideas have a way of becoming great products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish.

Company Profile:



The role

We are searching for a dynamic and organized **Administration Assistant** to join our team in Colombo. You will be responsible for providing a comprehensive range of administrative and logistical support, ensuring the smooth operation of our office and the success of our team.

Key Responsibilities

1. Manage day-to-day administrative tasks in the Colombo office.
2. Organize and manage corporate travel arrangements for executives, including flights, accommodations, and itineraries.
3. Manage and coordinate board meetings and major staff meetings.
4. Serve as the primary point of contact for internal and external stakeholders, ensuring clear communication and timely responses.
5. Assist in planning and executing major staff events, product launches, and other company activities.
6. Prepare reports, presentations, and other documents as needed.
7. Maintain and manage files and databases in a confidential and organized manner.
8. Perform other administrative duties as required to support the leadership and contribute to the company's efficiency.

Requirements

1. 2+ years of experience in an Administrative Coordinator/Assistant role or similar.
2. Proficiency in Microsoft Office Suite and other common office software.
3. Excellent written and verbal communication skills in English.
4. Ability to work independently and with minimal supervision.
5. Strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
6. The role may require occasional travel to Welisara and other company locations.

If interested, please send your resume, and cover letter to careers@phoenix.lk

