

Admin Assistant | Colombo

At our company, we believe that every small idea has the potential to **spark** something **extraordinary**. We foster an environment where creativity, passion, and innovation come together to fuel growth. When you join us, your unique **spark** isn't just encouraged - it's celebrated! Together, we create a workplace where every contribution, big or small, **transforms** into something remarkable.

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

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

Requirements

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

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

