

FOUNDATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

Intern **Administrative Assistant**

We are seeking an Administrative Assistant/Aide to assist with various office administration requirements, such as maintaining office records, accounting systems, project management, writing reports and multiple other tasks that would ensure effective and smooth running of day to day operations. The ideal person should be a versatile individual who has some combination of the below mentioned skills, and is willing to learn new ones. This shall be an ideal opportunity for someone who seeks to develop their craft and career. Applicants should be below the age of 35, and possess the following skills and qualifications.

- Have a good command of written and spoken English
- IT Skills for administration
- Knowledge of Accounting
- Ability to maintain office records
- Ability to work independently and conscientiously
- Be well organized
- Ability to work in a diverse team
- Competence in Sinhala / Tamil and other languages

Work will be in our Akurana Office with visits to Digana. The position is to commence immediately on contract basis, and subject to renewal upon satisfactory performance.

To apply, send a resume with names of two non-related professional referees who are familiar with your work, and a covering statement.

Email: fectcv@gmail.com
With a copy to: lareefz@hotmail.com

The Manager
Foundation for Environment, Climate and Technology,
C/o Maintenance Office, Mahaweli Authority of Sri Lanka, Digana Village, Rajawella.
<http://www.climate.lk> ; Tel.No: 081-2376746

Female candidates are encouraged to apply. Only short-listed candidates will be contacted.

FECT

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