

FEDERATION FOR ENVIRONMENT CLIMATE AND TECHNOLOGY

Administrative Assistant/Aide

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.

Tasks and Responsibilities:

- Implement and maintain office systems, schedules and calendars
- Handle incoming/outgoing mail
- Set up and maintain filing systems, and work procedures
- Ability to work confidentially

Essential skills:

- Have a good command of written and spoken English
- Skills for administration
- Ability to maintain office records
- Ability to work independently and conscientiously
- Be well organized
- Ability to work in a diverse team
- Information Technology - spreadsheets, word processing, and database management
- Office management including filing, maintaining registers and records
- Organizational and time management skills

Added advantages:

- Place of Residence close to our office
- Knowledge of Human Resource Management
- Accounting competence
- Competence in Sinhala and/or Tamil and other languages
- Rapid Typing

The assignment is to commence immediately. The appointment is initially for one year and extendable. Work will be at the Head Office in Akurana. To apply, email (1) a resume (2) names of two professional referees who are familiar with your work and (3) a cover letter to receive immediate consideration. Applicants shall be received until the post is filled.

Email: fectcv@gmail.com with a copy to: hr@tropicalclimate.org

Foundation for Environment, Climate and Technology / Tropical Climate
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