



# VACANCIES

**Craft Lanka Engineers (Pvt) Ltd**, a well-established air-conditioning company is looking for following personnel to work in pleasant and computerized environment.

## **Personal Secretary to Director (Female)**

- Age of 23-35, good knowledge on English, IT applications such as Ms Word and Ms Excel and typing, with or without secretarial experience.
- Secretarial related qualification will be an added advantage.

## **Trainee Stock Controller (Male)**

- Young energetic male with knowledge on computer applications such Ms Word and Excel.
- Minimum qualification G.C.E. O/L.

## **HR and Admin Assistant**

- Basic HR qualifications and IT knowledge.

Please send your CV to [craftlanka@sltnet.lk](mailto:craftlanka@sltnet.lk) within 01 week of this advertisement.

## **CRAFT LANKA ENGINEERS (PVT) LTD**

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