

GPV Sri Lanka is looking for

Administrative Assistant / Receptionist

Prime Function

Create the best impression about the company by treating the internal and external clients at the best as possible and assist the administrative functions of the company.

Responsibility

- Welcome guests, customers and any other outsiders who visits the company
- Carry out customer convincing program
- Handle company visa matters
- Handle the HR petty cash float
- Assist HRIS system mainly on overtime process
- Assist recruitment process

Qualification

- At least 1-2 yrs experience in same field
- Knowledge & experience in customer handling
- Proficiency in MS Office applications (especially Excel)
- Experience in Hsenid HRIS will be an added advantage
- Very good command of the English language
- Out-going personality
- Flexibility to adapt quickly in a dynamic environment
- Presentation skills is required
- Residing in a close proximity to the factory will be an added advantage

Application

Forward your CV with two non-related referees to reach the following e-mail

hr.lk@gpv-group.com

Tel: 031-4871500

About GPV

GPV is a knowledge-based outsourcing partner that has core competencies within high-tech and complex production of electronics and mechanical components and solutions. We employ more than 3,800 people at sites in Europe, Asia and the Americas. We service clients in the fields of Cleantech, Instruments & Industry, Medico and Transportation.

Learn more on > gpv-group.com