

**GPV Sri Lanka is looking for**

# Customer care & Administrative Assistant

## Prime Function

**Be the first contact point of the company and assist the guests / customers and direct them appropriately. Also be a partner of HR team by assisting the HR / Administrative functions .**

## Responsibility

- **Handle all visitors / Management members including their visa accommodations, transportation and all the functions related to the visit**
- **Handle incoming calls / letters / parcels**
- **Support HR & Admin functions by documentation and communication also following up until completion of the task**
- **Contribute to the HR team by accomplishing related results as needed**
- **Assisting in preparing the monthly HR newsletter**
- **Maintain a safe and clean reception area by complying with company procedures, rules, and regulations**
- **Prepare HR petty cash and maintain the HR cash flow**

## Qualification

- **Good command in English Language (Oral and writing)**
- **Advanced Excel knowledge**
- **E-mail handling knowledge**
- **At least 2 years' experience in customer handling including Visa**
- **Foundation or Certificate course in HR Management**
- **Residing in close proximity**

## Application

**Send your CV with a color photograph and two non-related referees to [Kanchana.Weerasinghe@gpv-group.com](mailto:Kanchana.Weerasinghe@gpv-group.com). on or before 1st May 2021.**

## About GPV

**GPV is a customer-driven EMS partner providing complex electronics, cable-harness, mechatronics, and box-build solutions including design and engineering activities to customers worldwide within high mix / low-medium volume. We generate an annual revenue of about DKK 2.9 billion and employ more than 3,600 people at sites in Europe, Asia, and the Americas. We service clients in the fields of Instruments & Industry, CleanTech, Transportation and MedTech.**

Learn more on > [gpv-group.com](http://gpv-group.com)