The Embassy of Sri Lanka in Washington DC is accepting applications to fill the post of **Clerical Assistant** from suitable candidates with multi-tasking skills and an ability to work independently.

Position title:

**Clerical Assistant (Administration/Other areas)**

- Experience in office management including providing administrative support.
- Record management, maintaining database and organizational skills.
- IT literate, letter drafting, and report writing.
- Experience in research and drafting reports is essential.
- Communication, interpersonal and problem solving skills to maintain front office activities

All applicants must be permanent residents or citizens of the United States in accordance with United States protocol directives for foreign missions. The candidates should be below 59 years of age at the time of applying.

Those who are eligible and fulfill the above requirements may submit a resume and a cover letter by email to the following, on or before 7th April 2021.

Embassy of Sri Lanka  
3025, Whitehaven Street NW  
Washington DC 20008  
Email: slembassy@slembassyusa.org

Those shortlisted will be called upon for an interview to consider suitability and to check the certificates and academic records.

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