Advertisement on 2 Clerical Assistant posts to be filled at the Embassy

The Embassy of Sri Lanka in Washington, DC is accepting applications to fill 02 vacant posts from suitable candidates with multi-tasking skills, and an ability to work independently.

Position title:

Clerical Assistant (2 posts)

- 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 30th June 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.