



Executive Assistant

Hiring organization

Base Salary

Deal or No Deal

November 16, 2023

Overview

About Us

Responsibilities

- ### Qualifications

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- Bilingual in English and Sinhala. This is a requirement as some tasks require speaking with individuals in Sri Lanka.
- Ability to drive large vehicles (Sprinters, small trucks, or vans)
- Knowledge of Sri Lankan history, culture and customs
- Computer proficiency (macOS, GSuite, digital editing, web search, etc.)
- Excellent communication and listening skills
- Ability to work well with others and participate as a team member
- Integrity, morality, and ethics
- Knowledge of, or ability related to, Sri Lankan dance, drumming, or singing would be a bonus.