

STAFF **VACANCY** ASSISTANT

LEGAL DEPARTMENT



LAKE HOUSE

The Associated Newspapers of Ceylon Limited (ANCL), widely known as the Lake House, is the home and heart of print media in Sri Lanka. The Lake House is looking for a talented and dynamic individuals who possess the following qualifications and requirements to fill the above vacancy

QUALIFICATIONS AND REQUIREMENTS:

- Passed at G.C.E. (A/L).
- Computer skills, including proficiency in Microsoft Office.
- Typing skills in Sinhala and English language
- Minimum 2 years of working experience in a court environment, or other legal setting would be an added advantage
- Excellent organizational skills and attention to detail
- Must be able to maintain strict confidentiality and adhere to ethical standards

An attractive remuneration package is on offer based on experience and individual skills

For those who are interested please apply with detailed resume to the

careers@lakehouse.lk



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