



# AMERICAN EMBASSY



## ADMINISTRATIVE/TRAVEL ASSISTANT

**Fixed Term: 4 months**

**The U.S. Mission in Colombo is seeking candidates for the position of Administrative/Travel Assistant.**

As our new Administrative/Travel Assistant, you will serve as the Travel Clerk and General Services Officer's Administrative Assistant. You will be responsible for all official travel arrangements and hotel reservations in Sri Lanka and the Maldives. Additionally, you will assist the General Services Officer with the daily coordination of the GSO sub-units. Are you fluent in English? (English will be tested). Are you good in Microsoft Office packages? Are you tactful, yet efficient? If so, then you may be the person we're looking for!

**Please send us your detailed CV along with a cover page containing the following questions and your responses:**

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N-If 'Y', Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you completed G.C.E (A/L) (Y/N-If 'Y', Results and year of examination)? 9. Do you have three years' experience in office management? (Y/N – If 'Y' state employer, position title, duration of employment-days/months/years & job duties), 10. Your current monthly take-home salary.

**Applications without the cover page may not be considered for this position.**

**If your answer is 'No' to questions 7, 8 and 9 your application will not be considered.**

**We offer a four and a half day work-week with options for flexi-hours.**

**Your take home monthly package will be Rs.106,897/-**

Your application should reach us on or before June 12, 2015, by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "Customer Service Business Analyst" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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