



Embassy
of the Federal Republic of Germany
Colombo

Vacancy

Messenger / Office Clerk

Start of employment: 01st March 2012

Duties include

- open, sort and distribute incoming mail
- collect, seal, and stamp outgoing mail
- perform general office or clerical work like operating copy machines, sending faxes, dispose and collect files
- deliver messages and items to several locations in Colombo and nearby places
- obtain signatures and payments or arrange for recipients to make payments

Applicants should

- have a good command of written and spoken English
- be reliable, trustworthy and able to work self-dependent
- have relevant experience in similar positions
- be able to maintain a neat, clean and well-groomed appearance

Driver's license for car and / or Tuk Tuk an advantage.

Please forward your application (including photo) with CV in English, proof of earlier employment and recommendations **until 06th February 2012** to

German Embassy Colombo
attn. Head of Administration
40, Alfred House Ave.
Colombo 3