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Operations Assistant

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
E-Commerce

Employment Type
Full-time

Job Location
Boralesgamuwa

Valid through
25.09.2026

Description

We are Looking for an organized, responsible, and detail-oriented Operations Assistant to support the company's day-to-day operational activities.

This is an entry-level opportunity suitable for fresh graduates and university students completing their internship period. The role provides practical exposure to operational administration, record keeping, documentation, data entry, and routine business coordination.

The ideal candidate should be dependable, willing to learn, comfortable working with basic computer applications, and able to maintain accurate records and complete routine tasks efficiently.

Responsibilities

- Support the day-to-day operational activities of the business.
- Maintain and organize operational files, records, internal trackers, and routine data.
- Prepare, file, and organize business and operational documents.
- Update order, shipment, sample, and task-status records as required.
- Perform accurate data entry and prepare basic operational summaries and reports.
- Assist management with routine operational follow-ups.
- Support general office and administrative activities related to operations.
- Assist with routine internal and external coordination when required.
- Ensure operational information and records are kept organized and up to date.
- Perform other routine operational duties assigned by management.

Qualifications

- Entry-level candidates are welcome; no previous work experience is required.
- Fresh graduates are encouraged to apply.
- University students completing their internship period are welcome.
- Well-organized, detail-oriented, dependable, and willing to learn.
- Basic computer literacy.
- Comfortable using Microsoft Word, Excel and/or Google Workspace.
- Ability to maintain files, records, and trackers accurately.
- Ability to manage multiple routine tasks and follow instructions reliably.
- Good basic written and verbal communication skills.

Contacts

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