

CUSTOMER RELATION ASSISTANT – 01

Posted on Wednesday, July 15th, 2026



SRI LANKA RED CROSS SOCIETY

If you are proactive, highly motivated, results-oriented, and ready to embark on a challenging career – Come join us!

POST	QUALIFICATION & EXPERIENCE	COMPETENCIES REQUIRED
Customer Relation Assistant REF No. HRM 027/2026 Based in National Headquarters Colombo	• G.C.E A/L qualified (preferably in Mathematics/Science/Commerce/Art) • With 02 years' experience in similar capacity Foundation or Certificate course in HR & Administration would be an added advantage.	• Knowledge in MS Office • Good communication and inter-personal skills • Language skills in oral and written Sinhala/ Tamil and English

The Sri Lanka Red Cross Society is committed to upholding equal opportunities for all Sri Lankans as the largest humanitarian network in the country. We strive to build a team that mirrors the diversity of Sri Lanka, ensuring fair access for individuals of all races, religions, genders, ages, sexual orientations, and different abilities. SLRCS has a zero-tolerance policy on child abuse & sexual harassments. Your enthusiasm and skills are greatly valued in furthering our humanitarian mission and we encourage candidates from diverse backgrounds to apply and join us in creating a significant impact.

General Requirements

- Sound understanding of humanitarian, community and volunteer-based service interventions.
- Should be a quick learner with the ability of adhering to SLRCS management guidelines and procedures.
- Should be a team player who is self-motivated and with the ability of working under challenging circumstances.
- Abide by and work according to Red Cross and Red Crescent Fundamental Principles.

The SLRCS conducts its general administrative and operational affairs in English Language. The appointment will be on a fixed term contract basis. Only short-listed applicants will be called for interviews.

Please email your application to jobs@redcross.lk on or before 17.07.2026 (HRM 027/2026)