

## Legal Assistant

**Date posted**  
March 19, 2025

### Description



**WE ARE HIRING**

**LEGAL ASSISTANT**

We are looking for a competent and energetic female applicant to hire full-time for our group Legal Department.

**APPLICANT SHOULD POSSESS;**

- Thorough knowledge of notarial work
- Excellent communication skills in English and Sinhalese including computer literacy
- Ability to draft legal documents including deeds, affidavit, etc..
- Experience in a similar field
- Participating and coordinating court cases with responsible law firms and lawyers.
- Age: 35 – 45 years
- Close proximity to Biyagama would be an added advantage

Salary is negotiable

**JOIN US!**

**Send CV** [dhananjaya@tasmagroup.com](mailto:dhananjaya@tasmagroup.com)  
[anusha@ms.tasmagroup.com](mailto:anusha@ms.tasmagroup.com)