

REDLINE DESIGN & PRINTING (PVT) LTD

VACANCIES

Redline Design and Printing Private Limited, a subsidiary of Redline Capital is printing experts. As a value based - entity, Redline Design and Printing offer result oriented solutions and insightful expertise that is personalized to enhance existing relationships with clients.

Admin and Accounts Assistant

Candidate Profile

- GCE A/L
- Working proficiency in MS Office applications (Word, Excel, Outlook)
- Good oral & writing communication skill in English and Sinhala
- Minimum +1 year work experience required
- Prefer a female candidate Age below 35
- Graphic design knowledge would be an added advantage

Job Responsibilities

- Maintaining Stock
- Handling daily invoicing
- Handling account payable and receivable
- Handling petty cash float & IOU.
- Handling payments and processing cheques for payments

An attractive package and other benefits await the selected candidate. Please apply with contact details together with two non-related referees within 7 days of this advertisement to careers@redline.lk

**THE MANAGER – HUMAN RESOURCES
REDLINE CAPITAL
NO. 115, LEVEL 10, SIR JAMES PEIRIS MAWATHA, COLOMBO 02**