

WE ARE HIRING



Nawaloka Construction Company Pvt Ltd

A Member of Nawaloka Holdings

We are a CIDA grade CS2 Construction Company with over 65 years' experience in the Building, Road & Bridge sectors with ISO 9001-2008 & OHSAS18001-2007 QMS Certification. We are looking for young, dynamic self-motivated individuals to join our energetic team for the following post at our Head Office

Account Assistants (Male)

Job Role

We are currently looking for a highly skilled **Account Assistants** to our workshop.

Responsibilities

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing and bank reconciliation.
- Processing transactions, issuing checks, and updating ledgers, budgets etc.
- Enter financial transaction into internal databases.
- Maintain system and manual financial records.
- Assisting with audits, facts checks, and resolving discrepancies.

Requirements

- Part / fully qualifies in AAT or part qualified in Chartered.
- Minimum 1 year experience in the same field.
- High competency in MS Office applications
- Excellent communication skills.

The above position offers an attractive, remuneration package together with other fringe benefits.

Please forward your application with details of two non-related referees to careers@nawaloka.net

Within 07 days of this advertisement

Please indicate the position applied for as the subject of your email.

Human Resources Manager

Nawaloka Construction Company (Private) Ltd

No.115, Sir James Peiris Mawatha, Colombo 02.

E-mail: careers@nawaloka.net