

We are an established firm of Chartered Accountants and having a growing Business Process Outsourcing (BPO) division which offers Accounting, Finance and Admin services to clients overseas

We have the following immediate vacancies

1- Admin / Company Secretarial Executive - Australian Back office. (Work from Home)

Should have at least 1 years plus years' experience working in a computerised environment and have a good knowledge of MS Office, be reliable, honest, adaptable and flexible while being a good and willing learner.

Should be able to handle following areas

- Update minutes of Annual General, Special General and Committee meetings
- Coordinate with relevant stake holders and schedule meetings
- Good knowledge in Excel, word, and outlook
- Prior experience in Company Secretarial work will be advantages
- Exposure to StrataMax or similar software would be an added advantage.

Should be less than 35 years of age

Should be living within 5 km radius to below address even though this job will entail work from home.

Email : – fba@teds.asia

Telephone : – 0117452060

Financial and Business Associates (Pvt.) Ltd.

No. 453/1, Havelock Road, Colombo – 6.