



Daraz is South Asia's leading online shopping and selling platform present in Sri Lanka, Bangladesh, Pakistan, Myanmar & Nepal. We currently operate an ecosystem of over 115,000 sellers, serving 5 million plus consumers with more than 20 million listed products. In 2018, Daraz was acquired by Alibaba Group & we are proud to carry our part of the mission to 'make it easy to do business anywhere'. We are leveraging Alibaba's global leadership in technology, online commerce, mobile payment & logistics to drive growth in our markets. Together with Alibaba, we are ready to empower entrepreneurs in the region & fulfil our promise to offer our customers the best selection of trusted products with a high level of convenience. Our Organization is characterized by smart talent with lots of energy & innovation. We have a culture which is extremely performance oriented, data driven & believe in letting the best people & ideas grow. For further growth, we seek new team members for the post of:

Junior Administration Executive

JOB ROLE

- Handling international as well as domestic travel, hotel booking, and other related duties.
- Tracking existing fixed assets.
- Accounting for the sale of fixed assets or when they reach the end of their useful life.
- Recording costs for the tangible assets as well as intangible.
- Handling all other work related to Administration.

JOB REQUIREMENTS

- Previous experience (1 year or 06 months) as a travel executive, ticketing agent, or in a related field.
- IATA or comparable qualifications (Related qualification).
- Excellent communication skills in English & Sinhala.
- Sound knowledge in international travel.
- Attention to detail & good organization skills.
- Ability to work under pressure with minimum supervision and able to meet strict deadlines
- Covid-19 Fully Vaccinated.
- Live the Daraz values: Continuously Innovate, Generosity of Spirit, Deliver on our Promise & Make it Personal.

If you feel ready to take up the challenge, please forward your resume and details of two non-related referees to [hiring@daraz.lk](mailto: hiring@daraz.lk) with the post applied for mentioned in the subject line.

Daraz is an Equal Opportunity Employer.