



BARTLEET IT

To Connect. To Build.



Bartleet Innovative Technologies is the IT platform of the Bartleet Group and comprises of 4 renowned ICT companies. For over four decades we have empowered Sri Lankan businesses by providing technology driven solutions that deliver remarkable business outcomes.

We're on the look-out for ambitious, career driven and result oriented individuals to join our dynamic team.

Coordinator (Female)

Key requirements & skills:

- ✓ Possess good communication skills in spoken and written English.
- ✓ Highly proficient in computer literacy.
- ✓ Should have minimum of 1 year experience in similar role.
- ✓ Successful completion of GCE A/L examination.
- ✓ Ability to handle multiple tasks and priorities.
- ✓ Excellent customer handling skills.
- ✓ Ability to work independently with minimum supervision in a team environment.
- ✓ Have a positive attitude and willingness to learn.
- ✓ Below 30 years of age.
- ✓ School leavers are encouraged to apply.

Accounts Assistant

Key requirements & skills:

- ✓ Assist in the preparation of monthly accounts.
- ✓ Invoicing, issuing debit and credit notes.
- ✓ Processing payments and bank reconciliations.
- ✓ Handling petty cash.
- ✓ Maintaining fixed assets register.
- ✓ Preparation of MIS reports - 'ad-hoc' basis.
- ✓ Below 30 years of age.
- ✓ A/L qualification in Commerce stream.
- ✓ Part qualification in AAT, CA, ACCA or HNDA.
- ✓ Knowledge and understanding of accounting principles, practices, standards, laws & regulations.
- ✓ Experience in similar capacity would be an added advantage.

If you feel you have what it takes to be part of our winning team, please email your CV and details of non-related references to hr@bartleetit.com within 14 days of this advertisement.

BARTLEET INNOVATIVE TECHNOLOGIES
No.65, "Bartleet House", Braybrooke Place, Colombo 02