

ACCOUNTS ASSISTANT (DATA ENTRY) MALE

Vajira House being pioneers in the house construction industry, counting for over a period of **108** years and spanning 5 generations

We are looking for dynamic individual (Male) who has the ability to undertake below mentioned scope of work.

Job description

- Maintenance of an accurate real time data base of the details involved in the assigned job role in in our warehouse management system
Candidate should able to stay and work in warehouse in Athurugiriya.
- Preparation of ad-hoc reports to the management.
- You are required to issue GRN and GTN details (real time) via the Quick Books software when goods are dispatched and received.

Requirements

- School leavers can also apply
- Excellent knowledge of excel.
- Ability to use Quickbooks will be an added advantage.
- Professional manner and strong ethical code.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately.
- Computer literacy with sound communication skills.
- Perform under minimum supervision with high integrity, honesty and transparency.
- Age Below 28

* Candidates who can immediately join only are encouraged to apply.

* Salary Rs. 45,000/-

* Accommodation provided by the company

* Permanent Position

* An excellent career with development prospects awaits the successful applicant.

If you are the right person for the above position

Call us for interview **071 336 8591 / 076 406 8892**

Vajira House Builders Pvt Ltd

R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3



108 years spanning 5 generations

www.vajirahouse.net No: 23, Deal place A, Colombo 3

