

WE ARE HIRING

ACCOUNTS AND OFFICE ASSISTANT

WHAT YOU'LL DO



INVENTORY DOCUMENTATION

- PO entry & system management
- Inventory transfer handling
- Customer order coordination
- Stores & communication



LOGISTICS AND DISPATCH MONITORING

- Delivery scheduling & routing
- Driver cash & fleet dispatch
- Loading and Unloading Supervision
- Real-time tracking & updates



FINANCE & ADMIN ASSISTANCE

- Petty cash management
- Daily Excel expense logging
- Weekly reconciliation reports
- Assist in all finance matters
- Assist in all office matters (clerical)

WHAT WE'RE LOOKING FOR

- ✓

O/L pass results only, A/L is an added advantage, any accounts or finance qualifications will be a big bonus.
- ✓

Proficient in Microsoft Excel and Google sheets — data entry accuracy is mandatory
- ✓

1 year experience in sales, office assistance, logistics or admin roles
- ✓

Age below 35 years old
- ✓

A friendly individual who will be able to work in a manufacturing facility
- ✓

Strong communication skills in Sinhala and English. Be able to work with a young office team (5-8 employees)
- ✓

Reliable, organised, and calm under pressure. Honest and detail-oriented with cash handling responsibility
- ✓

Has to reside close to Homagama Area and be willing to be flexible in the office.
- ✓

Female candidates preferred School leavers welcome

Department	Reports To	Location	Type
Office - Executive	Managing Director & Accountant	Homagama, Sri Lanka	Full-Time / Permanent