



# projar

**PROJAR LANKA (PVT) LTD** is a BOI company having its head office in Negombo and factories in North-western Province. The company is engaged in manufacturing and exporting horticulture products in international markets. We are looking for an energetic & self-motivated individual with experience to join our dynamic team in the Udubaddawa Factory as a

## Clerk – Engineering Department

### Key Responsibilities

- Prepare the comparison sheet and coordinate with the outsourcing party.
- Maintain the minimum stock level of spare parts in engineering stores.
- Maintain the in & out of the consumable material record book.
- Item purchased bill handling & categorize as cost center wise.
- Help a department head with the administration part.
- Updating ISO documents.

### Candidate Profile

- NCT or certificate of AutoCAD
- G.C.E A/L in maths subjects.
- Office package experience (Word, Excel, PowerPoint. Etc.)
- Hand-on experience in CAD drawings.
- Knowledge of engineering spare part handling.
- Capable for document handling of a machine, vehicle service & preventive maintenance.

**Living in close proximity- Kuliypitiya/Naththandiya/Udubaddawa is essential.**

**An attractive remuneration package awaits the right candidate.**

Please send your CV together with details of two non-related referees to reach the following address within 14 days of this advertisement.

Email: [hr.development@projargroup.com](mailto:hr.development@projargroup.com)

Postal Address: Manager, Human Resources.  
Projar Lanka (Pvt) Ltd.  
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