

We are a leading Company engaged in importing, whole sale & retail trading of tiles, sanitary ware & bathroom accessories

CASHIER - (ANURADHAPURA)

Key Responsibilities

- Raise invoices, receipts and other related documents
- Accepting cash / cheques and other mode of payments and banking
- Handling petty cash
- Handling customer outstanding payments

Key Requirements

- Minimum of 3 years proven work experience in cashier related functions & accounting experience will be an added advantage.
- Fully or part qualified in accounting or similar capacity will be an advantage
- Computer Literacy & Sound Knowledge in ERP System
- Should be confident, self driven, well organized individual who can work under pressure
- Age between 25-40 years
- An attractive remuneration package will be offered to the suitable candidate based on qualifications & work experience.

All applicants should send their CV's with details of two non-related referees within 07 days of this advertisement to hrd@wpc.lk stating the post in the subject line or to the below address mentioning the post applied on the top left of the envelope .

HR Manager

W. Punchibanda & Company (Pvt.) Ltd

No.549, Sri Sangaraja Mawatha, Colombo 10.