

VACANCY!

BE PART OF A DYNAMIC TEAM!

Discovery International (PVT) LTD. is the leading supplier to Hotel & Resorts in the region for performance fabrics, tensile structures, marquees, and other sun & rain control solutions for over 25 Years!

Post of Admin Coordinator

What will you be doing?

- Handling day-to-day administration responsibilities.
- Involved in HR related requirements and processes.
- Maintaining a filing system for essential correspondence and documents.
- Inventory Management
- Handle assigned administrative tasks by management.
- Compile and produce necessary reports as per assigned tasks.

What do we need from you?

- Age between 20-30 years from an administration or financial background, with a good track record in administration and coordination.
- O/L and A/L qualified and Part/Fully qualified in the field of administration.
- Fluent in both English and Sinhala.
- Computer Literate – Proficiency in MS Excel, MS Word, Outlook, etc.
- Sound knowledge in basic financial concepts.
- Ability to multi-task and manage multiple projects simultaneously.
- Experience working with Quick Books or similar accounting packages & ERPs are an added advantage.

Remuneration Package:

- Salary + Benefits negotiable based on qualifications & experience.

Apply for the job by e-mailing your CV, a recent photograph and the details of 2 non-related referees to discoverytopjobs@gmail.com

Discovery International PVT. LTD

No. 594, Nawala Road, Rajagiriya, Sri Lanka