

# ACCOUNTS ASSISTANT (DATA ENTRY) MALE / FEMALE

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 supply chain system
- Preparation of 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

- A/L completed in commerce stream.
- Excellent knowledge of excel.
- Ability to use Quickbooks will be an added advantage.
- 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.

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

\* Salary Rs. 45,000/-

\* Permanent Position

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

If you are the right person for the above position email your cv to [careers@vajirahouse.net](mailto:careers@vajirahouse.net) before

**6<sup>th</sup> Dec 2024**



BRITISH GOVERNMENT ERA CO.

**Vajira House Builders**

108 years spanning 5 generations



[www.vajirahouse.net](http://www.vajirahouse.net)  
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