



**WE ARE
HIRING**

IMMEDIATE VACANCY FOR ACCOUNTS ASSISTANT

We are one of the renowned ELV integrator & Freight forwarding company with comprehensive solutions inclusive of a vast array of services over a period of 15 years in the industry. Aura caters to corporate, industrial and domestic requirements. We're looking for an Admin Assistant to join our team.

Key Requirements

- Proficiency in Microsoft Office packages
- One year of work experience in Accounts & office Administration functions
- Maintain financial records
- Assist with accounts payable/receivable
- Male candidates only
- Should possess G.C.E. (A/L)
- Age below 40 years
- Strong communication skills, both written and verbal
- Knowledge of QuickBooks Software will be an added advantage

An attractive remuneration package awaits the right candidates.

Please forward your resume to info@aura.lk within 7 days

Aura Solutions Pvt Ltd
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Aura
Solutions (Pvt) Ltd
We Make Your Life Secure