

CASHIER (FEMALE) PERMANENT POSITION

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 female candidates who has the ability to undertake below mentioned scope of work.

Job Responsibilities

- Accurately and efficiently operate cash registers.
- Accurately process transactions, cash, checks and credit payments of all kinds.
- Checking the daily cash balance
- Managing and balancing the daily account at the end of each day.
- Collect payments, Issue receipts, refunds, change track transactions on balance sheets and report any discrepancies.
- Interacting with the relevant personnel and solve all their cash related queries
- Keep reports of transactions.
- Ability to organize data and draft reports on daily, weekly and monthly basis
- Perform under minimum supervision with integrity, honesty and transparency.
- Preparation of ad-hoc reports to the management.
- Liase and communicate with all the relevant staff and related officers in order to ensure internal controls & systems are well managed.

Requirements

- Female candidates
 - Minimum 3 years' experience in a cashier job
 - Strong proficiency in mathematics and statistics
 - Communication and time management skills
 - Computer literacy with sound communication skills
 - Ability to use QB software is an added advantage
- Salary Rs: 60,000/- (Permanent position)
- Working hours (Weekdays 8:30 am - 5.30 pm and Saturday 8:30 am -1:30pm)

Send your CV with details of non-related referees within 14 days of this advertisement to the following address or email to careers@vajirahouse.net indicating the position applied in the subject of the e-mail,

Vajira House Builders Pvt Ltd
R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3



BRITISH GOVERNMENT ERA CO.

Vajira House Builders

108 years spanning 5 generations

www.vajirahouse.net No: 23, Deal place A, Colombo 3

