



Sujatha Vidyalaya Nugegoda

Founded 1965

(Private School Approved by the Government)

VACANCY

Accounts Assistant

- Diploma or a professional qualification in the related field.
- Capability of MS-Office is essential.
- Computer literacy with QB package is an added advantage.
- Good command in written & spoken English.
- Minimum of 3 years experience in a Accounts Department
- Age Between 25 - 40 years

Administrative Secretary

- English and Sinhala typing
- Computer Literacy
- Good command in written & spoken English.
- Minimum of 1 year experience
- Age between 22 - 30 years

Other requisites

- Candidate should possess strong interpersonal skills and ability to work independently in an unsupervised environment as a resourceful and dedicated team member.

Please forward your application within 7 working days with the names of 2 non-related referees. Specify the post applied in subject line of the e-mail.

Head of Human Resources

 364/A/1, High Level Road, Nugegoda.

 sujathavidyalaya.hr@gmail.com