



sarasavi
THE BOOKSHOP

WE ARE HIRING

ADMINISTRATIVE EXECUTIVE

About Us:

Sarasavi Bookshop (PVT) Ltd is a dynamic and fast-growing company that values dedication, professionalism, and a positive attitude. We are currently seeking a detail-oriented and motivated Administrative Executive (Male) to join our team.

Job Description:

We are looking for an enthusiastic Administrative Executive (Male) to help with day-to-day operations. The ideal candidate does not need extensive experience, but a good understanding of basic administrative duties is required. Knowledge of accounting practices is a plus and will be considered an added advantage. Should preserve a valid motorcycle riding license

Key Responsibilities:

- ✓ Managing files and records
- ✓ Handling office tasks such as data entry and document preparation
- ✓ Assisting with basic accounting tasks (invoicing, expenses, etc.)
- ✓ Supporting team members with various administrative duties

Qualifications:

- ✓ Successful completion of GCE A/L
- ✓ Basic knowledge of Microsoft Office (Word, Excel, Outlook)
- ✓ Strong communication and organizational skills
- ✓ Ability to multitask and prioritize tasks effectively
- ✓ Knowledge of accounting principles is an added advantage, but not required
- ✓ A positive attitude and willingness to learn
- ✓ Preferred around Battaramulla area.

We look forward to welcoming a new member to our team who is eager to contribute and grow with us!

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