



Company Overall:

- We are Lesandu Apparel Solutions. We focus on Industrial Sewing Machine Services in all over the Apparel industries in Sri Lanka and Kenya.
- With the vision to be the most service and spare part supplier in Sri Lanka and Kenya.
- We provide 100% service to our valued customers in Sri Lanka and Kenya market.

As a part of business expansion, currently we are looking for suitable & qualified candidate for following position

Job content:

Executive Accounts & Administration – Female

Assistant Sales Manager – Male (Kenya)

Responsibility:

- Ensure proper functioning of Administrative, Accounts and Sales functions including building maintenance.
- Monitor & follow up daily costs of the organization expenses like Transport, machine repairs, machine services and other related cost elements.
- Maintain the quality of the outsourced services by regular inspection.
- Keep track records with purchase with supplier and 3rd party contracts, renew them on a timely manner and maintain their payment files and compliance related documents.
- Coordinate effectively with related departments on all administrative related concerns
- On time preparation of monthly payments whilst updating and maintaining daily records.
- Adhere to the compliance requirements related to admin functions and participate in Compliance audits.
- Manage and monitor all company owned and rented properties, vehicles, equipment's Etc.
- Monitor and improve the service of the front office.

Requirements:

- Diploma or equivalent qualification in Business Management
- Minimum Pass in the Advance Level
- Minimum of 2 years' experience in a similar capacity.
- Good communication & interpersonal skills.
- Recommended language (English & Sinhala)
- Work Independently
- Sound knowledge in MS office and Computer knowledge

If you are interested in working with us, send your CV with the position applied for in the subject line along with the location

lesanduapparel12@gmail.com