

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.

we were the first ever Roller Door Company to be awarded with ISO 9001:2015 respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

WE'RE HIRING

FRONT OFFICE ASSISTANT

RATMALANA

WE ARE LOOKING FOR ENERGETIC, PLEASANT AND DYNAMIC INDIVIDUALS TO BE A PART OF OUR TEAM

PROFILE

- Excellent communication skills in English.
- Minimum 1 years experience in similar capacity.
- Ability to perform in a team environment.
- A positive mindset & ability to handle pressure.
- Minimum C pass for English in G.C.E. Ordinary level examination.
- Age below 30 years.

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **careers@elcardo.com**

HR Department

Elcardo Industries (Pvt) Ltd.

No:42, Narahenpita Road, Nawala. Tel: 071 307 3533

www.elcardo.com

"We thank all applicants but only those shortlisted will be informed of the outcome of their application"