

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.
- Minumum 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"