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Hayleys Aventura (Pvt) Ltd

Hayleys Aventura (Private) Limited is a fully-owned subsidiary of Hayleys PLC, providing a comprehensive range of best quality and reliable industrial solutions in local and foreign markets through its various business units.

Associate - Back Office

Job Responsibilities

- Responsible for accurately inputting and feeding of data into ERP system, while ensuring the information is up-to-date and consistent.
- Data Verification: Responsible to review data entries, cross-referencing with source documents to identify and rectify any discrepancies or errors.
- Responsible for invoice generation, by using the ERP system. Required to raise invoices based on approved guidelines while ensuring accuracy and timely delivery to customers.
- Responsible to generate comprehensive reports from the ERP system, providing valuable insights to various stakeholders within the organization.
- While collaborating with teams, responsible to analyze ERP data, identify trends, patterns, and opportunities for process improvement in order to contribute for the growth and optimization of business operations.

Candidate Profile

- Diploma in Information Technology/Business Management.
- Candidates with A/L Mathematics background are preferred.
- Knowledge in Excel.
- Excellent organizational skills to prioritize and handle multiple tasks efficiently.
- Effective communication skills to collaborate with cross-functional teams.

If you think you have what it takes to be successful in this challenging role, please apply via email to careers@hayleysaventura.com or by post to Executive – Human Resources, Hayleys Aventura (Pvt)Ltd, No. 25, Foster Lane, Colombo 10 indicating the position applied for on the subject line of the email or on the envelope.

Hayleys is an Equal Opportunity Employer



A World of Opportunity