



Cashier - Kandy / Kurunegala / Galle

We are looking for dedicated and detail-oriented professionals to join our team.

Overview of the role

The cashier will be primarily responsible for ensuring that customers visiting our service workshop receive the best service. This includes amending job cards, preparing invoices, conducting cashier roles, and managing administrative functions to support smooth business operations.

Job Description

- Execute assigned jobs according to established work standards and specifications.
- Maintain professional decorum and hospitality with customers and co-employees.
- Ensure a safe and clean work area by adhering to company rules and regulations.
- Communicate clearly with frontline staff to prepare invoices with all relevant documents.
- Monitor and review labour sales and other sales of non-productive frontline staff.
- Perform clerical functions and maintain personnel and administrative records.
- Stay updated with new technology, work procedures, and relevant technical know-how.
- Prepare monthly incentive calculations for the department staff.
- Perform other tasks as assigned by the immediate superior or manager.
- Contribute to team efforts by accomplishing related results as needed.

What equips you for the role

- Diploma in Accountancy or Management (AAT, CMA)
- 1-2 years of experience in an administrative function.
- Proficiency in administration, computer literacy, and communication skills.
- Organizational commitment, self-motivation, decisive insight, teamwork and cooperation, information seeking, analytical expertise, and result oriented.

If you fit the role above, please send your CV to AMW.Careerswithus@amw ltd.com within 14 days of this advertisement.



SUZUKI



RENAULT
Passion for life

NEW HOLLAND
AGRICULTURE

YAMAHA



CAPITAL
LEASING

Castrol

Pitstop