

CASHIER - ANURADHAPURA

Key Responsibilities:

- Handle front office cashiering functions.
- Provide exceptional customer service with a positive attitude.
- Accurately process transactions.
- Control cash and cheque payments.
- Handle incoming telephone calls in a professional manner.
- Assist customers with inquiries and provide product information.
- Maintaining proper documents for cash receipts and payments.

Qualifications:

- · Should possess a good secondary education with a minimum of three passes at the G.C.E.(A/L) examination.
- Previous experience in a similar capacity would be an added advantage.
- Strong numerical and organizational skills.
- Ability to handle transactions accurately and efficiently.
- Fluent knowledge of MS-Office packages.
- Excellent communication (English/Sinhala Languages) and interpersonal skills.
- Residency in or around the Anuradhapura area is preferred.
- Age below 35 years.

Canvassing in any form will be a disqualification. If you are confident that you satisfy the above requirements, please email or post your résumé with the contact details of two non-related referees to reach us within 07 days of this advertisement. Addressed to General Manager (Human Resources & Administration)

Email - careers@unitedmotors.lk

An attractive remuneration package in par with industry standards with excellent career development opportunities awaits the right candidate



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