

ACCOUNTS ASSISTANT (WAREHOUSE MANAGEMENT SUPPORT)

SPA CEYLON - The world's largest Ayurveda Wellness chain requires a dynamic , result oriented and self-motivated young person to join our company as a Accounts Assistant & Warehouse Management Support


Key Responsibilities

- Support Finance & Accounts tasks including data entry, reconciliations, and VAT documentation
- Maintain warehouse records, inventory logs, and stock movement tracking
- Assist with logistics coordination, order processing, and shipping documentation
- Ensure accurate record-keeping across finance, warehouse, and operations
- Provide general administrative support and assist teams during peak periods

Prerequisites

- Basic knowledge of Finance/Accounts or Administration
- Experience in warehouse, inventory, or logistics coordination is an advantage
- Good computer skills (MS Excel / data entry)
- Strong attention to detail and documentation accuracy
- Ability to multitask and support multiple departments
- Good communication and teamwork skills
- Previous experience in operations, finance support, or admin roles preferred

How to Apply:

 **Email your resume to: careers.hr@spaceylon.com**