ELCARDO
SINCE 1985

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
ADMIN ASSISTANT For
Matara / Welipenna

KEY RESPONSIBILITIES

- Answer and direct phone calls
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Provide information by answering questions and requests
- Order processing, quotation typing and other related back office support.
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Write letters and emails on behalf of other office staff
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Coordinate office procedures
- Conduct data entry

JOB REQUIREMENTS

- Diploma in Business Administration or related field
- Should passed G.C.E. Advanced Level.
- Minimum Credit Passes for English & Mathematics in G.E.C. Ordinary Level Examination.
- Previous Experience in Similar Capacity will be an added advantage.
- Age Below 30 Years
- Should possess adequate Computer literacy in accordance to the position.

An attractive remuneration package is on offer based on experience & individual skills

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"