

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***

# **OFFICE ASSISTANT/ STORE KEEPER**

**For KURUNEGALA**

**WE ARE LOOKING FOR ENERGETIC, PLEASANT AND DYNAMIC INDIVIDUAL TO BE A PART OF OUR TEAM**

## **PROFILE**

- Maintain accurate inventory records
- Raise SRN to issue the goods to related deliveries.
- Prepare Roller Door and Roller Door Accessories Issue notes
- Perform general administrative tasks such as filing, photocopying, and data entry
- Support staff with day-to-day operational needs
- Coordinate with procurement and other departments as needed
- Basic knowledge of inventory management systems
- Good organizational and time management skills
- Attention to detail and accuracy
- Minimum 1 year experience in a similar role is an advantage
- Basic computer skills (MS Excel)
- Age between 25 – 30 years.

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](mailto:careers@elcardo.com)**

**HR Department**  
Elcardo Industries (Pvt) Ltd.  
No:42, Narahenpita Road, Nawala. Tel: 071 307 3533  
[www.elcardo.com](http://www.elcardo.com)

*"We thank all applicants but only those shortlisted will be informed of the outcome of their application"*