



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"