

RICHARD PIERIS FINANCE



Your Gain is Our Goal...

Richard Pieris Finance Ltd is among the top fastest growing financial service providers in Sri Lanka which offers of financial services to diversified market segment through a dynamic and proactive workforce. It is a fully owned subsidiary and the only financial company owned by the prestigious Richard Pieris and Company PLC (Arpico Group) which is one of the largest conglomerates in the country and also a household brand that spans over 85 years.

We are on the lookout for enthusiastic, dynamic and hard working individuals to be a part of our team for below mentioned position.

JUNIOR EXECUTIVE - ADMINISTRATION

The selected candidate will be responsible for,

- Responsible in achieving a smooth working environment in Administration Unit by developing and maintaining operational excellence with internal and external stakeholders of the company
- Responsible for company stationary distribution, updating and re-ordering stocks and maintain clear records for management decision making
- Arranging overall printing requirement of the company such as letter heads, company envelopes, visiting cards, PO books, PR books, Gate passes, offer cards and files, leasing/loan agreements, business applications etc. as requested as per the agreed deadline
- Preparing Capex and placing orders for fixed assets of the company and keep clear records for management decision making
- Responsible for timely land rents payments, utility bill payments and other queries in the entire company and maintain close relationship with suppliers, whilst timely releasing payments and keep clear records
- Preparing accurate monthly expenses reports and submits to the finance department in every end of the month.

The ideal candidate should possess:

- Should possess minimum of 02 years relevant work experience.
- G.C.E (A/L) and Diploma/Full or Part qualifications from recognize professional body will be an advantage.
- Should be flexible, innovative and people oriented person with the ability to work under minimum supervision.

An attractive remuneration package awaits the right candidate

If you are the best fit for this position, send your CV with the job title in the subject heading within 7 days of this advertisement to,

careers@rpcfinance.com