

SINGER (SRI LANKA) PLC

POST OF TRAINEE/ TREASURY ASSISTANT

Applications are invited from employees of the Singer Organization/external candidates for the post of Trainee /Treasury Assistant in Treasury Department in the Finance Division of Singer (Sri Lanka) PLC

Job Profile:

- Ensure that all credit card transactions are reconciled with merchant statements and any deviation shall be brought to the notice of Treasury Executive.
- All possible misappropriations in credit card remittances sent by branches should be detected at the point of checking and necessary details should be brought to the notice of management & field supervision.
- Ensure that all customer complaints are attended within two day's receiving the request from the field.
- Ensure that all Employee Advances get settled with the relevant cut-off periods.

Personal Profile:

- Good results in G.C.E (O/L) & (A/L).
- Prior working experience in relation to Financial filed will be a distinct advantage.
- Professional qualification in CMASL - Foundation Level qualification will be an added advantageous.
- Flair for dealing with internal and external customers extremely courteously.
- Advanced MS Excel skills and exposure to computerized accounting application packages and ERP System.
- Fluency in Tamil will be an added advantage.
- Age should be below 23 years.

Applications containing all relevant details should be submitted through your Head of Departments/ Divisions with their recommendation to reach the undersigned within 7 days of the advertisement.

Also officers and staff members are invited to introduce trustworthy candidates who have above qualifications and may too forward their applications to HR Department prior to the above stated date.

Department Heads are kindly requested to bring this to the notice of the staff under their purview.

- Apply in confidence to careers@singersl.com on or before the stipulated date mentioned above. The "Subject" column of the email message should carry the post applied for. Application can be also submitted by post the position applied for marked on the top left corner of the envelope to the following address.

**Assistant Manager Human Resources
Singer (Sri Lanka) PLC
No. 112, Havelock , Colombo 02**

Cc. All notice board - Singer Group