

# VACANCY

Lanka Special Steels Limited is a reputed company manufacturing Steel Wires. The Company is looking for highly motivated individuals for immediate employment for the following vacancy at its Head Office in Colombo 07.

## **Post of Deputy Administration Manager**

### Requirements

- Age between 25-40 years.
- Should have a Degree in the Finance discipline or part qualification from professional accounting body (CA, CIMA, ACCA) or full qualification from AAT.
- Minimum 10 years working experience in finance / audit firm.
- Hands on experience in the company internal audit activities / KPI evaluation of the company, and Performance Management, would be an added advantage.
- Computer literacy with an excellent command of the MS Office package.
- Should be able to meet tight deadlines
- Should have excellent analytical skills
- Good communication skills.
- Candidates stay within Colombo districts, are encouraged to apply for this position.

## **Post of Administration Assistant**

### Requirements

- Age below 30
- Should have a Degree in the Finance discipline or part qualification in AAT.
- Minimum 4 years working experience in finance / audit.
- Experience working with the SAP or any ERP System would be an added advantage.
- Computer literacy with an excellent command of the MS Office package.
- To be able to work under pressure and meet the deadline.
- Good communication skills.
- Candidates stay within Colombo districts, are encouraged to apply for this position.

Salary is negotiable and will commensurate with qualifications and experience to the right candidate.

Please forward a complete resume giving full details of qualifications and experience along with contact details of **two non-related referees**. The **position applied for should be marked on the top left-hand corner of the envelope or e-mail**.

Please send your application within 14 days of this advertisement to.



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