

Operations Assistant - MALE/FEMALE

Leading Regional Bank (Colombo 7)



Direct Mailing Services, a Company involved in Outsourcing Operations wishes to recruit a hard working individual with an out going personality, not exceeding 35 years of age, for the above position.

REQUIREMENTS

- **Bachelor's degree/Diploma**
- Below 35 years of Age
- Minimum 3 to 5 years of experience preferred in Accounts, Finance and/or Bookkeeping
- Good knowledge of English
- Working knowledge on Standard Accounting Packages & MS Excel/Word and Power Point?
- Preparing Payments and Bank Reconciliations

Job Role

- Coordinate with relevant authorities and departments to prepare and implement reports
- Preparation of Payments and Bank Reconciliations
- Experience in online banking
- Willing to work late hours & flexible working modalities

Nature of Employment: Fixed Term Contract

Salary - Between Rs. 50,000 - Rs. 60,000/=

Work Week: Five days

If you meet all above requirements, Send in your Resume with contact details to: maneesha@dmspl.org

(Please state Post in Subject line)



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