

We are looking for

HR & ADMIN. ASSISTANT

 Full Time

 Colombo

Hitting the top of Europe's fastest growing fintech ranking for two years in a row! The company has begun Asian expansion and has reached the Sri Lanka.. The company's rapid growth is a result of innovative and seamless approach to access and service its market. COME and GROW with US! Be a part of this awesome journey... **we are looking HR & Admin. Assistant**

JOB MISSION

Assist with given Job responsibilities in the Human Resources & Administration Department in order to complete the entire departmental accountabilities.

JOB RESPONSIBILITIES

- Attend to EPF/ETF and other statutory matters
- General HR/Admin related activities
- Attend to supplier and payment related activities
- Co-ordinate with all the Department in the company and create necessary reports
- Sound analytical skills and problem solving skills

For the right Candidate will Offer with Competitive remuneration package.

SEND YOUR CV TO US

hr@fino.lk

OR CALL US AT

0117750300

