



VACANCY

We are a leading Group of Companies dealing predominantly in the Export Trade with our main line of business being extensive export of tea, enjoying a widespread overseas clientele. The Group is also regular exporters of spices and other non-traditional products. We enjoy a strong financial assets base including our own ISO Certified Processing Plants and an extensive Tea Bagging Division.

The Group has, in the recent past, expanded its field of activities through diversity to build up a corporate image to fall in line with the emerging changes within the globalise economy and marketing environment. These include our established activities in the fields, Hospitality Trade, Ecommerce advertising etc.

Following vacancies exists in our Group of Companies for immediate recruitment.

DATA ENTRY OPERATOR (ACCOUNTS)

Ideally the suitable candidate should have the following: -

- Excellent Typing Speed and Accuracy
- Attention to details
- Good computer and software skills
- Preferably School Leaves –A/Ls in Commerce Stream
- Experience in Accounting Software, ERP and MS Office
- Qualifications in Accountancy preferably AAT will be an added advantage
- Well conversant in accounts and the capacity to understand financial reports
- Ability to work independently
- Strong organizational skills

Remuneration Package:

Suitable and attractive remuneration package will be provided to the ideal candidate.

Please forward your detailed CV indicating contact telephone number, names of two non-related referees with the post applied as the subject to reach us within 7 days of this advertisement to: careers@ranfer.com. All applications will be treated with utmost confidentiality.

The Director,
Ranfer Group of Companies,
36, Ketawalamulla Place, Off SiriDhammaMawatha,
Colombo-09.
www.ranfer.com