

ASSOCIATE BUSINESS ADMINISTRATION

Wellawatte, Anuradhapura, Batticaloa, Kiribathgoda,
Ampara

Wanted the Best for the Best

Assetline Leasing Company Ltd, a specialized leasing company and a member of the David Pieris Group, is looking for young individuals with potential and ambition who can contribute to the Company's growth.

RESPONSIBILITIES

- Collect and file all mandatory records / documents related to facilities granted and dispatch the files to Head Office.
- Arrange supplier payment documents accurately and submit these to Head Office on a timely basis.
- Be responsible for handing over of documents to customers.
- Update the system with accurate information and measure the level of services offered to each customer.
- Follow up daily on assigned arrears contracts.
- Maintain all assigned registers and ensure they are up to date.
- Perform duties of a relief cashier as and when required.

REQUIREMENTS

- Passed G.C.E. (A/L).
- Certificate or training from a recognized institute relevant to this job scope.
- Minimum of 1 of year's experience in lease administration and documentation.
- Previous experience in a similar capacity in a reputed organization preferably in the banking or finance industry will be an added advantage.

If you feel that you measure up to our expectations, apply in confidence by e-mail or post, within seven (07) days of this advertisement, providing contact details of two non-related referees and indicating the position applied for in the subject line or top left corner of the envelope.



David Pieris
Group of Companies

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