

Vacancy

Property Development Limited is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fulfill the following Vacancy.

ACCOUNTS ASSISTANT

Candidate's Profile

- Passed GCE (A/L) examination with a pass in English at the GCE (O/L).
- Full qualification in AAT/CMA/HNDA or equivalent.
- Knowledge in Microsoft Word, Excel and ability to work in a computerized Accounting Systems.
- Minimum 04 years of similar experiences.
- Fair knowledge in both English and Sinhala.
- Age below 40 years.

Please forward a complete resume with two non-related referees along with supporting documents by email to allofficevacancies@gmail.com or by registered post indicating the position applied for on the top left hand corner of the envelop / subject line in the e-mail to reach the following address within 14 days.

Head of Human Resources and Administration
Property Development Limited
Floor 19, Bank of Ceylon Headquarters Building
"BOC Square"
No. 01, Bank of Ceylon Mawatha
Colombo 01