



Accounts Assistant

We, Pelemix Lanka (Pvt) Ltd is a fully owned subsidiary of Pelemix Ltd, Israel. Pelemix is a global company, and it owns 6 production facilities across Sri Lanka, India, Thailand, and state-of-the-art coir & peat substrate blending facility in Spain.

Pelemix coir is used worldwide as a growing media for various hydroponic-grown crops and various indoor and outdoor nurseries by professional and commercial growers. Pelemix uses modern technologies along with high-quality materials to produce different blends based on coir, including other materials such as high-quality peat. Its products being exported to more than 70 countries.

Pelemix Sri Lanka has a total strength of 350 employees with three manufacturing location. Our company has the Lean Management concepts-based team-oriented working culture. We are certified with ISO and many other Global Certifications.

Based Location: Negombo

Duties and Responsibilities:

- Handling day-to-day accounting tasks including accounts payable / receivable, Invoicing & bank reconciliation, and daily management reports.
- Maintain accurate records of financial transactions by posting entries in the accounting software.
- Monitor and control company expenses, ensuring proper approval and documentation.
- Assist in preparation of monthly management accounts.

Qualifications and Experience:

- Partly Qualified in Accounting or Diploma in the relevant field.
- Strong analytical and problem-solving skills.
- Excellent communication and teamwork abilities.
- Proficiency in accounting software and MS office.
- Experience in stock verification.
- Minimum 1 year experience for similar capacity.
- Work under pressure with minimum supervision.

Join our team and embark on a journey of professional development and growth. Your contribution as an Account Assistant will make a meaningful impact on our organization and help shape the future of our product and workforce.