

Administrative Officer (Contract based)

The Job

- Coordinating with the government authorities and following up with the approvals needed for the new Telecommunication sites.
- Coordinating with the SAQ field officers in order to the complete the documentation
- Coordinating with the TRC to manage the approval process for the sales.

The Person

- Qualified or part qualification in Telecommunications field
- Minimum two of years' of experience in similar field
- Experience in dealing with government authorities, CEA, BOI, UDA, CAA and TRC is a must
- Experience in Telco industry is preferred
- Good knowledge in IT
- Possess good interpersonal and communication skills
- Retired Government officials are encouraged to apply

If you are the best fit for this position, send in your CV to careers.lanka@airtel.com with the job title in the subject heading.



AirtelCareersSriLanka



@airtelsrilanka



airtel Sri Lanka

Best
Workplaces™

Great
Place
To
Work.

LKA
2020