



BE A PART OF AN EXTRAORDINARY TEAM

Sri Lanka's National Mobile Service Provider, Mobitel strives to provide innovative telecom solutions to the nation whilst transforming the local telecommunications sector to be on par with global standards.

As a part of our workplace culture, we strive to maintain a dynamic and rewarding environment where our young and energetic workforce is provided with equal opportunities, training and guidance to reach greater heights. This is your opportunity to be a part of this stellar workforce.

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Junior Customer Support Executive

JOB ROLE:

- Data processing of subscriber applications and alterations to service.
- Perform quality check and validations of processed data.
- Handle the image scanning process of subscriber documents.
- Be able to assist with the documents acceptance and archiving process.

QUALIFICATIONS & EXPERIENCE:

- Passed G.C.E. (O/L) and (A/L) Examinations or hold a diploma in General Management.
- Minimum of 1 – 2 years' experience in a data processing environment.
- Proficiency in MS Office and data processing programs with computer training certification will be an advantage.
- Good keyboard skills and an eye for detail.
- Be familiar with administrative skills duties.
- Be highly organized, proactive and energetic with a positive attitude.

If interested e-mail your resume to career@mobitel.lk on or before 30th June 2021.