Customer Care Marketing Assistant- Maharagama

Requirement

- Entry Level Customer Care/ Marketing Executive (Prior experience will be advantageous)
- Done GCE A/L and working towards a related professional qualification
- Preferably a young, energetic female
- Fluency in Sinhala and English and excellent communication skills
- Excellent English writing skills
- Understand the customer needs promptly and provide efficient services
- **Salary-25K-40K (Negotiable)**

Role & Tasks

- Respond to telephone and email inquiries (Coming in from company website and social media)
- Content writing for marketing materials
- Booking and following up client appointments
- Collection, recording and formulation of data

Email your CV with details of two non-referees to hr4@konnecting.biz
Application will be treated confidentially & the shortlisted applicants will be contacted.

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