

Branch Coordinator (Sales Support Officer)

The Job:

You will mainly be responsible to support our sales teams in achieving the respective branch targets, overall sales and company objectives, while serving our customers.

Job Responsibilities :

- Oversee overall branch administration activities.
- Documentation checking ,dispatching and report generation.
- Direct responsibility for cash handling and banking.
- Liaise with other support departments to better meet operational requirements.
- Maintaining the agreed level of service standards from a company and customer perspective.

Requirement & Experience

Desired Experience and Skills :

- G C E O/L qualified with Credit pass in English and Mathematics.
- Passed G C E A/L.
- Professional qualifications in Finance/Insurance is a definite advantage.
- Excellent communication skills in Sinhala and English Language.
- Be Computer Literate.
- Previous experience in a similar position will be a definite advantage.

Expires on : 2022/10/31