

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.



Senior Executive – Project Management

JOB ROLE:

- Monitor & control the project logistic cycle by coordinating with relevant teams to ensure project material and equipment are delivered to warehouse in a timely manner.
- Keep track of divisional key documents, records, files and other relevant correspondences in an organized manner.
- Organize and distribute the written communications with relevant divisional staff members.
- Prepare, update and maintain of progress reports, presentations and other relevant documents for Management review appropriately.

QUALIFICATIONS & EXPERIENCE:

- Candidate should possess a Bachelor's Degree in Management from a recognized University or equivalent certification in a related field.
 - Minimum 2 years of working experience in a similar capacity in a reputed organization.
 - Should be proficient on working with MS Office applications.
 - Should have strong verbal and written communication skills in English.
- Should be a good team player, strong Organization and Time Management skills.

Interested, e-mail your resume to career@mobitel.lk on or before 14th August 2022