



**ELECTROZEN
DISTRIBUTORS
(PRIVATE) LIMITED**

A member of the David Pieris Group, Electrozen Distributors Private Limited is in the business of marketing, sales and distribution of ZENOI brand LED televisions, LED bulbs, LED Panel Lights, Electrical and Electronic accessories.

Sales Coordinator

We are looking for young, energetic, confident and hard-working individuals to join our team as front liners to expand the distribution.



Responsibilities

- Carryout the invoicing process.
- Respond to inquiries from the Sales Team and Dealers.
- Accept, evaluate and prepare stock orders subsequent to credit approvals, facilitate timely delivery.
- Liaise with Legal Department and draft agreements for new distributors.
- Receive, record and be responsible for safe custody of distributor documents.
- Accept and maintain records of payments.
- Enter data to the SFA system, prepare and submit reports and information to the Management and Sales Team.

Requirements

- GCE A/L (simple passes acceptable) and credit passes for Mathematics and English at the GCE (O/L).
- Diploma in Business Management or Business Administration would be an added advantage.
- 1-2 years' experience in the clerical field.
- Excellent interpersonal and communication skills in Sinhala & English.
- Knowledge in MS Office packages.

Email your CV including contact details and two non-related referees within 7 days of this advertisement.

Electrozen Distributors (Private) Limited
No. 696, E. W. Perera Mawatha
Ethul Kotte.

Email: info@electrozen.lk

 **David Pieris**
Group of Companies