

### **Sales & Marketing Coordinator (Female)**

i-Cube International (Pvt) Ltd., Corporate Office situated in Rajagiriya, engaged in manufacturing and distribution of paper rolls used in POS/Cash Registers/Billing Machines, Computer Continuous Forms, Barcode sticker labels & Printer ribbon cartridges, requires suitable candidates for the above position(s) on permanent basis.

#### **Job Profile**

Contribute to the smooth functioning of the sales division and assigned sales channel/area by

- Corresponding, following up with customers in an organized manner.
- Receiving sales orders, invoicing, coordinating delivery of goods & collection of payments
- Accurate and timely following up of debtors
- Tele-marketing to convert leads to sales & maintaining leads/sales pipelines.
- Gathering & maintaining customer & marketing information
- Resolving customer complaints and problems
- Preparing sales budgets, presentations

#### **Candidate Profile**

Should be;

- A friendly personality, having excellent verbal communication skills in English & Sinhala (ability to communicate in Tamil language would be an added advantage)
- Passionate about work, and be willing to work beyond standard working hours
- Honest, reliable and loyal - team player and a positive thinker - in the age group of 25 to 35 years

Candidate should be able to;

- Multitask (efficiently work on number of activities simultaneously)
- Work under pressure and support the department achieve targets and meet stringent deadlines
- Carry out work in an extremely methodical and organized manner
- Follow-up with customers with perseverance and patience
- Negotiate, persuade and convince others

#### **Education and Qualifications**

- Passed GCE Advanced Level OR Passed GCE Ordinary Level with Credit Passes for Mathematics & English
- Diploma in Sales and Marketing would be an added advantage
- Sound knowledge in MS office packages (PowerPoint, Excel and Word), email
- Ability work with an ERP/CRM software (SAP B1) – (Optional)

Attractive remuneration package is on offer for the right candidate.

If you are confident of the job profile and meet the requirements of the candidate profile together with educational requirements, please forward your resume either by post or email within 7 days of this advertisement to:

#### **Human Resources Department :**

i-Cube International (Pvt) Ltd.  
349 3/1 Cotta Road, Rajagiriya

Email : careers@icube.lk  
Phone : 011 2157 645 / 076 3161 829