



Trusted name for over 54 years among Sri Lankans

WHO WE ARE

THREE SINHA, Trusted name in the Roller Door & Steel Fabrication Industry in Sri Lanka, Collaborating with an Australian corporation has immediate vacancies for the following position.

SALES COORDINATOR FEMALE

We are looking for an experienced and well-organized Sales Coordinator to provide the necessary support to the field sales team. The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information. The goal is to facilitate the team's activities so as to maximize their performance and the solid and long-lasting development of the company.

APPLICANT PROFILE

- Age between 18 to 35 Years
- Should have completed G.C.E. Advance Level
- Proven experience in sales; experience as a sales coordinator or in other administrative positions will be considered a plus;
- Computer Literacy
- Well-organized and responsible with an aptitude in problem-solving
- Excellent verbal and written communication skills
- Good Customer Etiquette
- A team player with high level of dedication

RESPONSIBILITIES

- Coordinate sales team by preparing quotations, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Handle the processing of all orders with accuracy and timeliness
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events

The selected candidate can look forward to excellent prospects for career growth based on the personal traits, qualification and experience.

Apply via Emailing your CV to followup@threesinha.lk together with the names of two non-related referees. Indicate the position applied for, on the subject line of the Email when sending your CV.



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