

We're Looking for a Female Executive Coordinator

We are a group of companies mainly in to Finance / engineering / Food and now expanding our area of operations and Social Media Advertising Agency as we believe we could make a change related to this industry, we invite you to join our venture and grow with us and build your name as well in the industry as a reputed

Qualification

- ✓ Strong Communication Skills
- ✓ Good team player with good English knowledge
- ✓ Timely reporting attitude
- ✓ Well dressed and good personality with winning attitude
- ✓ Age between 18 - 30

! VERY URGENT

Roles And Responsibilities

- ✓ To assist with Documentation with relation to immigration funtions (Training will be Provided)
- ✓ Customer inquiry handling and providing timely solutions

Packages

- ✓ Basic Salary Package of Rs.40,000 with commision based system to earn Upto an Additional Rs.200,000 for number of cases handled.



Send your CV with a clear picture to
hernascentgroup@gmail.com

HOTLINE - 011 367 3666 (Office hours 8:30 am to 4:30 pm)

Address - 360/2/3, Katuwana road, Homagama