

COME JOIN OUR AWARD-WINNING TEAM

JAT Holdings (Pvt) Ltd is looking forward to recruit a self-motivated and diligent individual to join our ever-expanding team in the capacity of a Sales Coordinator.

Requirement

- Passed the G.C.E Advance Level
- Having a good knowledge in Microsoft Office package
- Excellent verbal and written Communication skills
- Being Qualified in Marketing will be an added advantage

Key Responsibilities

- Maintaining Sales records
- Provide relevant reports and support to the sales team
- Create monthly presentations
- Maintain an Accurate customer database
- Assisting in preparation of tender documents and submission

Please send us your résumé to careers@jatholdings.lk mentioning **“Sales Coordinator”** as the subject line within 07 working days of this advertisement.



SALES COORDINATOR