



Mihiri Motors (Pvt) Ltd

Homagama

An established company with more than 20 years of experience in the motorcycle spare parts industry. We have an island-wide customer base with more than 1000 customers, in all nine provinces of the country served with a product range of over 2000 items imported from India and China.

We are

Hiring!

SALES COORDINATOR

Key Duties and Responsibilities:

- Provide required assistance and support to the sales and marketing team
- Follow-up on customer orders/ inquiries and outstanding
- Accurately maintain and prepare relevant records and documents
- Keeping track of day to day sales activities
- Invoicing

Key Requirements:

- Age below 35 years
- English reading and writing
- Communication skills
- Competency in Microsoft packages
- Familiarity with book keeping
- Well organized

Attractive Remuneration Package and Other Benefits!

SEND US YOUR CVs NOW



mihirimotorshomagama@gmail.com



077-7569060 (Ms. Kushini)