

# WE ARE HIRING



POOVA HOLDINGS

## MOBILE SERVICE TECHNICIAN

### RESPONSIBILITIES

PERFORM BASIC REPAIRS FOR SMART PHONES.

RESPOND TO ANY ISSUES THAT OCCUR DURING THE SERVICES.

MANAGING THE PROCESS OF REPAIR OF MOBILE PHONES & ACCESSORIES

OPERATE TEST EQUIPMENT AND GRADING SOFTWARE SYSTEM.

UPDATE REPAIR PROGRESS IN COMPANY SYSTEM.

QUALITY FEEDBACK.

INVENTORY CONTROL FOR SPARE PARTS

### REQUIREMENTS AND SKILLS

AGE BELOW 35 YEARS WITH DIPLOMA IN MOBILE PHONE REPAIRING

PROVEN WORK EXPERIENCE AS A MOBILE TECHNICIAN & ABILITY TO WORK WITH MINIMUM SUPERVISION

BE A GOOD TEAM PLAYER

## SERVICE COORDINATOR

### RESPONSIBILITIES

ASSIST SERVICE TEAM ON ACCEPTING SERVICE GOODS, UPDATING SYSTEMS AND RELEASING GOODS.

RESPOND TO ANY ISSUES THAT OCCUR DURING THE SERVICES

OVERSEEING SERVICE HOTLINE AND COMMUNICATIONS

COORDINATING AND ASSIST CUSTOMERS /PARTNERS WITH NECESSARY INFORMATION

MONITOR THE COURIER SERVICES BEING PROVIDED AND STAY UP TO DATE

### QUALIFICATIONS & SKILLS

AGE BELOW 30 YEARS WITH DIPLOMA IN ADMINISTRATION OR GENERAL MANAGEMENT

PROVEN WORK EXPERIENCE AS A SERVICE COORDINATOR OR SIMILAR ROLE & ABILITY TO WORK WITH MINIMUM SUPERVISION

EXPERIENCE IN WORKING WITH MICROSOFT OFFICE PACKAGES (WORD/EXCEL)

EXCELLENT COMMUNICATION, ORGANIZATIONAL AND INTERPERSONAL SKILLS

NATIONAL DISTRIBUTOR IN SRI LANKA FOR



SEND YOUR CV

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