

# WE ARE HIRING

**SOLEX** is the No. 1 Water Pump brand in Sri Lanka offering solutions from the simple domestic water Pumps to the complex industrial pumping requirements. Founded in 1980, this truly local establishment enhances living standards of many Sri Lankans by ways of offering supreme quality products at an affordable prices. SOLEX is specialized in providing a vast variety of pumps which are unique and technologically superior. The combination of superior quality, durability and product efficiency provides the perfect solution for domestic and industrial pumping needs. We welcome you to join "SOLEX Family" to further expand our business operation while elevating your professional career.

## EXPORT MARKETING AND SALES MANAGER

The position holder is responsible for managing and overseeing the export of goods and products to international clients. The person also be tasked with identifying new business opportunities, developing business relationships with international clients, managing orders and shipments, and ensuring timely delivery of products.

### Responsibilities

- ▶ Liaise with buyers and manage orders with multiple business partners and execute shipments to ensure timely delivery of products.
- ▶ Prepare and process all necessary documentation for exports, including shipping, Ex-Bonding, framing customs entries and managing inventories at bonded warehouses in timely manner.
- ▶ Ensure compliance with all international trade regulations and laws.
- ▶ Coordinate with freight forwarders and warehouses with respect to inbound and outbound logistics operation, shipment arrangements and tracking of shipments.
- ▶ Provide support to the sales team by coordinating sales patterns with logistics deliverables.
- ▶ Maintain accurate records of all export transactions and provide regular reports to management.

### Requirments

- ▶ A Degree in Business Administration/International Trade, or related field.
- ▶ Above 8 years of experience in export operations, preferably from a manufacturing or trading company.
- ▶ Knowledge of international trade regulations, export procedures, and logistics.
- ▶ Excellent communication, negotiation, and interpersonal skills.
- ▶ Strong analytical and problem-solving abilities.
- ▶ Attention to detail and ability to manage multiple tasks and priorities.
- ▶ Proficiency in Microsoft Office package.
- ▶ willing travel for marketing and buisness operation.
- ▶ Fluent in English.

Please send your CV with the names and contact details of two non-related referees within 14 days of this advertisement. Kindly state the post applied for on subject line of the E-mail.

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**SOLEX**  
**WATER PUMPS**