



WE ARE HIRING

PROJECT COORDINATOR - FEMALE

FINCO Technologies is a fully owned subsidiary of FINCO Group of Companies. Incorporated in the year 2005, we are a "FUTURE PROOFING TODAY" for all corporate IT solutions and integrations. We seek to employ a dynamic, result oriented, energetic and a committed team player with positive attitude coupled with a pleasing personality to join our Fincotech Team. You should be good in paper work management and required a detail-oriented eye.

Job Profile

- Monitoring & handling projects within the stipulated time period to achieve the project objectives.
- Coordinate entire projects with relevant parties from the beginning to project handing over stage.
- Preparation & arranging documents of project handing over & invoicing upon completion of the projects
- Liaising with the subcontractors, supplier & other related parties to identify the defined objectives are met.
- Arranging deliveries which in line with the client's requirement in a timely manner.

Candidate Profile

- Outgoing personality with the age below 35
- Bachelors degree or higher qualification in project management or relevant qualification
- Proven track recodes of handling multiple projects with minimum 2 years' experience
- Strong communication skills both oral & written with good PR Skills
- Fluency in MS office packages is a must.
- Should have good project management skills, time management to achieve departmental objectives

Please forward your CV with contact details of two non-related referees to hr@fintech.lk mentioning the position applied in the subject line of the e-mail. Only shortlisted candidates will be called for an interview.

Finco Technologies Private Limited

A Member Of The Finco Group

16,5th Lane, Galle Road, Colombo 3, Sri Lanka.

Tel : +94 117 765600 | Email : info@fintech.lk | Web : www.fintech.lk

ISO 9001:2015
BUREAU VERITAS
Certification

