



RICHARD PIERIS & COMPANY PLC

Richard Pieris Group is a highly market driven technology oriented diverse conglomerate engaged in a wide spectrum of businesses including Plantations, Retail, manufacturing of Rubber and Plastic based products, tyre retreading, Construction, Financial and other services. We believe in attracting and retaining the best talent to ensure continuous growth of our business ventures.

To support the expansion initiatives we are sourcing,

IT COORDINATOR

Location: - Kandy Super Centre

The selected candidate will be responsible for,

- Performing efficient & effective customer care service activities.
- Maintaining effective communication with HO & other supporting services.
- Handling customer complains & customer inquiries.
- Ensure all POS machines, office machines, servers, networks connections EDC machines, scanners & all related it equipment's are functioned properly.
- Maintaining inventory of all IT equipment's.
- Ensure daily price changes, relevant promotion campaigns are updated to the system and to the Weigh scales & coordinate with IS department to streamline the issues.
- Prepare all sales reports, stock reports, and stock loss reports as per the managers' requirement.
- Perform cycle count order generation and all system functions related to the annual cycle counts.
- Monitoring overall IT related equipment's within the SC.

The ideal candidate should possess:

- Passed G.C.E. Advance level.
- Diploma/ Degree in IT or related professional qualification.
- Minimum of 3 years' experience in IT field.
- Prior experience in retail would be an added advantage.
- People management skills and physical fitness.
- Good communication skills.

An attractive remuneration package awaits the right candidate. If you are the best fit for this position, send your CV with the job title in the subject heading within 7 days of this advertisement to,

careers@arpico.com

**Head of Group Human Resources,
Richard Pieris & Company PLC,
310, High Level Road, Nawinna, Maharagama**

90 *Years of Trust & Stability*