

WE ARE LOOKING FOR YOU



Three Sinha trusted name in the Roller Door & Steel Fabrication Industry in over 55 years among Sri Lankans, Collaborating with an Australian Corporation, has immediate vacancies for the following position in Our Head office and other Branches.

Coordinator - Female Marketing Department

Duties and Responsibilities

- Helping the sales team to improve their productivity by contacting customers to arrange appointment and ensuring all Sales Promotion Officers have high-quality, up-to-date support material.
- Handling urgent calls, emails and messages, answering customer queries, informing them of delays, arranging delivery dates.
- Making the company's products and services as attractive to potential customers as possible.

You need to be

- Minimum 01 year Experience in Similar Capacity.
- Good computer literate and administrative, organizational, and problem solving skills.
- Preferably Age Limit Below 35 Years



An attractive remuneration package with excellent fringe benefits will be offered to the right candidate.

- Please mention the subject line as the Position and forward your CV with contact details.

Three Sinha Industries (Pvt) Ltd
No: 448, Nawala Rd, Koswatta, Rajagiriya.

Contact us on: **0768 768 137**
email: **followup@threesinha.lk**