



WE'RE HIRING

SLIM takes pride in nurturing marketers for over 50 years as the National Body for Marketing in Sri Lanka. SLIM's business functions span education, advocacy, membership, training, research, SME development, promoting entrepreneurship, sustainability initiatives, and National Level events such as Brand Excellence Awards, Peoples Awards, National Sales Awards, and SLIM Digis Awards etc.. SLIM is functioning as the South Asian Secretariat of the Asian Marketing Federation, which is affiliated with the World Marketing Association.

JUNIOR EXECUTIVE - EVENTS

You will be responsible for assisting the Events team in planning, organizing and conducting all National-level and in-house events in a professional manner while sustaining and uplifting the well-earned image of SLIM.

Key Responsibilities

- Planning and coordinating logistic and technical aspects
- Canvassing for entry tickets and meeting targets set for each event
- Timely distribution of invitations
- Follow-up on due payments and receipts after the events
- Perform administrative functions of the division
- Organize committee meetings

Candidate Profile:

- One year of experience in event management will be an advantage
- School leavers with good communication skills are highly encouraged to apply
- Preferable age limit is 20 - 25 years
- A determined person with interpersonal, communication and PR skills
- Self-motivated and willing to take up challenges and work on tight deadlines
- Flexibility in working long hours when required to meet deadlines

An attractive remuneration package with fringe benefits on par with industry standards awaits the right candidates.

Please share your resume with the HR department on hr@slim.lk within 10 days of this advertisement, with the names of two non-related referees and indicating the post applied for in the subject line.



SLIM Home

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