



Colombo Branch

## Officer – Sales & Marketing

**Sri Lanka Red Cross Society (SLRCS) – Red Cross Institute of Healthcare & First Aid.**

### Responsibilities:

- Client Relationship Management.
- Promotion and Sales of Training Programs.
- Sales Operation and Relation.
- Collaboration with Training and Marketing Teams.
- Managing client relationships effectively.
- Promoting courses offered by the SLRCS to new clients.
- Timely reporting of sales promotions to the supervisor.
- Achieving the targets set by SLRCS on time.
- Collaborating with operational teams.
- Providing feedback and suggesting business improvements.

### Requirements and skills:

- Punctuality and working under pressure
- Outstanding communication skills both written and verbal (English/ Sinhala)
- Good computer literacy/proficiency in MS Office
- A team player with a customer-oriented approach
- Sound Knowledge of Digital Media/ Social Media Marketing
- Digital artwork creation
- Previous experience in the sales and marketing sector will be an added advantage
- Age below 30

If you believe, you are the right candidate, please forward your CV to [info@redcrossinstitute.lk](mailto:info@redcrossinstitute.lk)

Mentioning the subject: **Officer – Sales & Marketing - Sri Lanka Red Cross Society – Red Cross Institute of Healthcare & First Aid**

For more details contact us on 071 897 4830