



At LHD, we pride ourselves on being the country's most trusted lab service provider. It is testimony to our commitment to excellence, having accreditation by the College of American Pathologists. Lanka Hospitals Diagnostics is the first and only CAP accredited laboratory in Sri Lanka.

Executive - Sales Administration.

We are in search of an energetic and dedicated candidate to fill the position of Executive Sales Administration.

Ideal candidate should have the following:

- Possess a degree / equivalent qualification or full/part qualification from CIM or SLIM.
- Have minimum 2 years of experience in similar capacity. Previous experience in a similar role would be advantageous.
- Be computer literate (MS office package)

Key Responsibilities

- Administer the routine functions of the Business Development team to achieve the stipulated sales goals.
- Draft and manage action plans to meet sales targets for labs and COCOs across the island.
- Monitor daily metrics related to the business development team's performance.
- Ensure thorough documentation of all business development activities.
- Monitor and report the implement of sales promotion plans to boost business performance.

APPLICATION PROCEDURE

Please forward your resume along with the address and contact numbers of two non – related referees, within ten days of this advertisement. State the position you are applying for as the subject of the email or at the top left-hand corner of the envelope, to the following address.

Group Chief Human Resources Officer

Lanka Hospitals Diagnostics (Pvt) Ltd, 578, Elvitigala Mawatha, Colombo 5.

E-mail - careers@lankahospitals.com

Telephone – 0115438532