



**ARPICO
ENERGY**



WE ARE HIRING

ADMINISTRATIVE COORDINATOR

Arpico Energy, a subsidiary of Richard Pieris & Company PLC, is a dynamic presence in the energy sector. We deliver comprehensive energy solutions that span from energy consultation to the design and installation of photovoltaic (PV) systems, coupled with groundbreaking research and development initiatives. We are committed to advancing smart energy solutions across the globe.

Key Responsibilities:

- Manage follow-up emails and correspondence with clients and partners.
- Coordinate logistics for orders, shipments, and other operational activities.
- Assist in scheduling meetings, appointments, and events.
- Analyze data and prepare reports to support decision-making processes.
- Provide general administrative support to the team as needed.
- Assist in monitoring project timelines and deliverables.

Requirements:

- Excellent written and verbal English communication skills.
- Strong organizational skills with a keen attention to detail.
- Knowledge of logistics and supply chain processes is a plus.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent software.
- Ability to multitask, prioritize workload, and work under minimal supervision.
- A team player with a proactive attitude and the ability to adapt to a dynamic work environment.
- Knowledge of project management principles and practices would be a plus.

Keen on stepping into a dynamic career with expansive growth and learning opportunities? If you resonate with the requirements and are excited about the Coordinator and Administrative Support role based in Sri Lanka, send us your resume at the following email address: recruitment@sen-net.gg.

Please use the subject line: **"Administrative coordinator"**.