



# 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 across 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, Effie Awards and SLIM Digis etc. SLIM is board of Management member of the Asian Marketing Federation, which is with a membership of 17 Asian Countries and affiliated to the World Marketing Association

## Executive SLIM Business School (Fixed-term contract basis)

### KEY DUTIES & RESPONSIBILITIES

- Managing front office operations to ensure seamless service delivery.
- Handling inquiries and guiding students to relevant departments.
- Supporting student conversion by providing an exceptional service experience.
- Building and maintaining strong relationships to ensure student retention.
- Processing fee payments and managing related communications.
- Issuing certificates and promoting cross-enrollment in SLIM education products.
- Generating leads through sales activations and follow-ups.
- Organizing student events, inaugurations, and other key programs.
- Assisting in marketing and outreach activities, including outdoor promotions.
- Collaborating with internal teams to achieve assigned revenue targets.

### QUALIFICATIONS

- Degree/Diploma in Sales & Marketing/Business Administration.
- Strong customer service skills with the ability to handle inquiries effectively.
- Proficiency in sales techniques, including upselling and cross-selling.
- Excellent interpersonal skills for building relationships with students and colleagues.
- Self-motivated with a proactive approach to tasks.
- Strong organizational and multitasking abilities.

An attractive remuneration package with fringe benefits on par with the industry awaits the right candidate. Please share your resume with [hr@slim.lk](mailto:hr@slim.lk), within 10 days from the advertisement, with the names of two non-related referees, indicating the post applied for in the subject line.



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