

# JOIN OUR DYNAMIC **AGENCY DISTRIBUTION** TEAM

## ASSISTANT - REGIONAL OPERATIONS (HORANA)

### JOB DESCRIPTION:

The selected candidate will be responsible for achieving regional objectives in line with company's long term business goals by supporting regional sales teams and the sales operation.

### REQUIREMENTS:

- A Bachelor's degree / professional qualification from a reputed University/ Institute.
- 1 year of administrative work experience is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work under minimum supervision, multi-task and work under pressure.

**VISIT LINK TO APPLY**

\*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.



The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.