

WE ARE HIRING!

OFFICE ASSISTANTS / TELE MARKETING EXECUTIVE

An attractive remuneration package and a rewarding career await the right candidates !



Sisara Group of Companies



OFFICE ASSISTANTS

Requirements:

- Female Candidates only.
- Successful completion of GCE A/L.
- Age below 35.
- Computer Literate and Proficient in MS Office Package.
- Fluency in English & Sinhala Typing is required.

Skills:

- High level of accuracy and commitment to confidentiality.
- Exceptional attention to detail.
- Willingness to learn quickly.
- Must be able to work independently with minimum supervision.

Benefits & Compensation

- Competitive monthly salary of LKR 50,000.
- Opportunities for career growth and development.

Submit your CV at:

✉ careers@sisara.lk

TELE-MARKETING EXECUTIVE

Requirements:

- Female Candidates only.
- Successful completion of GCE A/L.
- Age below 35.
- Proficiency in MS Office and general computer literacy.
- Excellent verbal & written communication in Sinhala & English (+ Tamil).
- Prior experience in Sales or Marketing is preferred.

Skills:

- Strong negotiation and consultative sales skills.
- Self-Driven, target-oriented and Highly Organized.
- Ability to work independently and thrive in a fast-paced environment.

What We Offer:

- Attractive remuneration package exceeding LKR 100,000 monthly income (salary + commission)
- Full-time permanent position.

Full Time Job Vacancies

📍 Maharagama

Please Include the job title you're applying for in the subject line of the email