

JOIN OUR DYNAMIC **AGENCY DISTRIBUTION** TEAM

OFFICER – REGIONAL OPERATIONS (City Branch & City Metro)

JOB DESCRIPTION:

The person supports regional sales teams, sales operations, tracks performance, improves processes, and helps achieve regional targets aligned with the company's long-term business goals.

REQUIREMENTS:

- A Bachelor's degree / professional qualification from a reputed University/ Institute.
- Three years 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.