

## **Sales Coordinator/ Management Trainee** **Immediate Vacancy - Nawala**

Wayamba Polymers (Pvt) Ltd – Leading Manufacturer of Moulded Polyethylene Products in Sri Lanka has an immediate vacancy for a Sales Coordinator/ Management Trainee -Head Office Nawala



**We are looking for a pleasant, self-motivated, hardworking professional with good communication skills to coordinate the sales of our Sales Promotion Executives and Distributors based throughout the Country with the Factory. The Sales Coordinator will operate from our Head Office at Nawala.**

### **Sales Coordinator/ Management Trainee- Immediate Vacancy - Nawala**

The right candidate should possess the following requirements.

- Around 30 years of age
- Passed G.C.E (A/L) in Commerce stream
- Minimum 1 year experience in similar capacity
- Coordinate sales team by managing schedules and Provide operational support to the sales team
- Handle telephone calls, emails, and quotation request of Customers
- Prepare Invoices, Receipts
- Excellent communication, sales, and customer service skills.
- Strong interpersonal & communication skills.
- Customer Service Orientation.
- Computer literacy.(MS Office Package & Quick books Package)
- Preferably residing close to Nugegoda /Rajagiriya area

Candidate to start as soon as possible.

An attractive remuneration package awaits the right candidate with an opportunity for career growth.

**Please e mail your resume to [wykes@slt.lk](mailto:wykes@slt.lk) or [sumith.wykes@gmail.com](mailto:sumith.wykes@gmail.com) with the position applied stated in the subject line.**

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