



**College of Contract Management**  
**United Kingdom**

# WE ARE HIRING

## ADMISSION EXECUTIVE

### About our company

The College of Contract Management in the United Kingdom is a college for Engineering, Construction, Management, Business, IT and Software, Social and Healthcare, Training and CPD courses. We offer our live online and face to face courses, designed for working professionals who are looking to increase their skill basis and confidence.

### Qualifications:

- Diploma or Degree in a related field, or a minimum of 2 years of experience in Sales/Business Development
- Computer literate with effective use of MS Outlook

### Job Description:

- Conduct computer-based lead generation by answering queries and assisting prospective learners via email and messages
- Utilise LinkedIn or other portals for lead generation
- Update our CRM database with information on new and existing clients
- Build and maintain client relationships through email and messaging

### Benefits:

- Competitive salary: Basic salary in LKR with commission paid in British Pounds
- Potential to earn more than 100,000 LKR per month
- Working days: Monday to Friday (weekends off)
- Career progression opportunities based on performance
- Comprehensive training provided

### SEND YOUR CV TO OUR



**WHATSAPP**  
+9470 492 6662

OR



**EMAIL**  
colombo@theccm.co.uk