

WE ARE **HIRING**

Sales Admin Officer



JOB Summary

- Responsible for issuing and processing Agent Codes through the system.
- Prepare and issue Non-Permanent Appointment Letters for branch staff.
- Analyze, verify, and upload non-permanent employee personal files into the ERP system.
- Handle documentation related to non-permanent employees, ensuring accuracy and compliance.
- Activate non-permanent employee appointments in the system.
- Maintain proper employee records and system updates.
- Coordinate and communicate effectively with branch offices regarding administrative matters.

Required Qualifications

- G.C.E. Advanced Level (A/L) in any stream.
- Experience in sales administration, insurance, or a similar role will be an added advantage.
- Certificate or partly qualified in Business Administration, Sales & Marketing, Management, or a related field (school leavers are encouraged to apply)
- Excellent communication skills in Tamil and Sinhala/or (English will be an added advantage).
- Good organizational and time management skills.
- Strong coordination skills to work with sales teams and branch staff.
- High level of accuracy and attention to detail.
- Customer service orientation and professional attitude.
- Age below 20 – 25 years.

Send Your CV



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