

We're Looking for a Female Executive Coordinator

We are a group of companies mainly in Finance / engineering / Food and now expanding our area of operations and Social Media Advertising Agency as we believe we could make a change related to this industry, we invite you to join our venture and grow with us and build your name as well in the industry as a reputed

Qualification

- ✓ Strong Communication Skills
- ✓ Good team player with good English knowledge
- ✓ Timely reporting attitude
- ✓ Well dressed and good personality with winning attitude
- ✓ Age between 18 - 30
- ✓ School leavers are Welcome

Roles And Responsibilities

- ✓ To assist with Documentation with relation to immigration functions (Training will be Provided)
- ✓ Customer inquiry handling and providing timely solutions

Packages

- ✓ Basic Salary Rs.50,000
- ✓ Commission - average of existing Employees range from 100,000 to 400,000.00
- ✓ Applicants whom residence close to Kottawa are highly considered.



JOIN OUR BEST TEAM

Submit Your Resume with a clear Picture To Us

hrnascentgroup@gmail.com



HOTLINE - 011 367 3666 | 011 369 6969 | 011 317 1717 (Office hours 8:30 am to 4:30 pm)

Head Office Address - 360/2/3, Katuwana road, Homagama
Working Branch - 288/11/1 Makubura junction , kottawa, pannipitiya