

Lanka IOC PLC, an active player in the field of downstream petroleum marketing in Sri Lanka and ranked amongst the leading Corporates in Sri Lanka, now offers excellent career opportunities for professionals.

### Junior Executive / Executive –Sales

Location: Colombo

The ideal candidate should be smart and energetic with a dynamic personality and capable of handling the task independently as per requirements of the company. The selected candidate will be required to work with following roles and responsibilities:

#### Job Profile

- Identification and coordination with new customers from BOI/EDB
- Responsible for customer registration and documentation
- Follow-up with creation of the SAP code and RTD of new customers
- Ensure of sending Performa Invoice to the customers
- Monitor the dollar payments and to ensure the indenting complete at Terminal
- Follow-up the deliveries and further orders in timely manner
- Liaises directly with customers and coordinate for advance dollar payment
- Prepare and submitting technical / feasibility reports
- Account / stocks reconciliation
- Price change implementation
- Field visits, inspection of retail outlets, commissioning new retail outlets
- Coordination with government departments and authorities
- Attend for customer inquiries and providing accurate information in timely manner
- Ensuring proper maintenance of retail outlet equipments and proper safety compliance
- Organizing promotional activities in order to enhance sales growth

#### Person Profile

- Candidates should possess a BSc degree in marketing / CIM / SLIM or an equivalent qualification
- Candidates possessing post graduate diploma or MBA preferably in Sales / Marketing from a recognized university will be an added advantage
- Should have minimum of 3 years experience in a similar position
- Should possess excellent communication skills with excellent customer service skills
- Should preferably be below 30 years of age
- Excellent computer literate
- Good interpersonal skills

If you are the candidate with the above attributes/qualifications, an application with comprehensive CV (with recent color photograph) should be submitted at the following address on or before 11th July 2022 (Please mentioned the position applied in the envelope) Candidates can also send their resume through [careers@lankaio.com](mailto:careers@lankaio.com) mentioning the post applied.

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