



VACANCY

We are looking for result oriented & self-motivated individuals with exceptional integrity & competence to result for the following positions.

SALES EXECUTIVE (MA 1-2) – 08 VACANCIES

Key Responsibilities:

- Responsible for identifying market opportunities for the products marketed by the organization and fulfilling the market opportunities which are identified.
- Responsible for identifying the target customers and to build up an efficient and productive relationship with them.
- Responsible for improving the market share of the organization by achieving the sales targets.
- Responsible for providing information which are needed to fulfill customer requirements.
- Responsible for achieving individual target which is given by management from time to time.
- Responsible for maintaining better relationships with customers.
- Responsible for attending any works related to sales or any other matters which is assigned by management from time to time
- Coordinating with relevant trading divisions, customers in an efficient and effective manner.

External Candidates

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,

- i. Sinhala/ Tamil
- ii. English language
- iii. Mathematics

AND

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semiskilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational: Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including,

- i. Sinhala/ Tamil
- ii. English language (if necessary to the post)
- iii. Mathematics

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Age: Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Salary:

- Rs.40,403/- (Basic paid salary as at 01.01.2025 - As per DMS Circular No: 01/2025)
- Rs.17,800/- (Cost of Living)

DEBT COLLECTOR (MA 1-2) – 01 VACANCY

Key Responsibilities:

- Responsible for taking action to collect the cheques for outstanding balances from the debtors.
- Responsible for making necessary arrangements and record all the cash and cheques that are collected from the customer in accurate manner.
- Furnishing details or outstanding which cannot be recorded or transactions which want to be presented to legal division.
- Responsible for providing necessary information to the management and to the legal officer when need to take legal action to recover dues from defaulted debtors.
- Responsible for achieving individual collection target.
- Responsible for following up all credit sales which is relevant to own customers.
- Performing any other duties which are assigned by management from time to time

External Candidates

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including,

- i. Sinhala/ Tamil
- ii. English language
- iii. Mathematics

AND

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semiskilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational: Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including,

- i. Sinhala/ Tamil
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- iii. Mathematics

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Age: Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Salary:

- Rs.40,403/- (Basic paid salary as at 01.01.2025 - As per DMS Circular No: 01/2025)
- Rs.17,800/- (Cost of Living)

Other:

Every Applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- iii. Should be of excellent moral character.

Application Procedure:

Applicants giving full bio- data together with copies of all certificates for academic, professional qualifications & experience with names, addresses & telephone numbers of two non -related referees should be send to reach to following address on or before 08th December 2025 under the registered post indicating the post applied on the top left hand corner of the envelop. Applicants from Departments/Statutory Board/Public Corporations/ Fully Government Corporations should send their applications through the respective Heads of the Organizations. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation.