

# JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## Marketing & Sales Administrator – Card Centre (Fixed Term Contract)

### JOB PROFILE

- Sales Strategy & Performance Management** – Collaborate with sales teams and TPSA partners to develop and execute strategic sales plans. Forecast and review performance across weekly, monthly, quarterly, and annual targets, ensuring alignment with internal goals.
- Product Knowledge & Team Enablement** – Maintain deep expertise in card-related products, features, and benefits. Support training and development of sales representatives to enhance product understanding and drive credit card sales.
- Market Analysis & Promotional Campaigns** – Monitor sales performance and analyze market trends and competition within the card industry. Partner with marketing to create effective materials and organize promotional events to accelerate sales.
- TPSA Operations & Relationship Management** – Act as the primary contact for authorized TPSAs, addressing operational issues and complaints. Collaborate on sales campaigns and provide timely solutions to ensure smooth TPSA processes.

### APPLICANT'S PROFILE

- Preferably under 30 years of age, with a minimum of 3 years' experience in customer service, field sales, or a senior sales management role.
- Diploma or Higher National Diploma (HND) in Sales & Marketing, Business Studies or any other related field.
- Proficient in MS Office, with excellent oral and written communication, presentation skills, and a smart, outgoing personality. Strong negotiation and problem-solving abilities are essential.
- Ability to measure and analyze Key Performance Indicators (KPIs), understand market trends and customer preferences, and demonstrate strong organizational skills.
- Proven leadership to motivate both internal and external sales agents. Capable of working independently or in a team, with flexibility to travel and operate in outstation locations for sales and service campaigns.

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.**

**To apply, please visit,**

[www.combank.lk](http://www.combank.lk)

► [Careers](#)

► [Open Positions](#)

[Marketing & Sales Administrator –  
Card Centre \(Fixed Term Contract\)](#)

 COMMERCIAL BANK