

VACANCY

# COORDINATOR IN MARKETING SECTION

We are a leading  
Outdoor Advertising Company at Homagama  
looking for a female for the above post

## KEY REQUIREMENTS

- Good computer literacy ( MS Office package, E-mail etc.)
- Good communication skills in Sinhala & English.
- Supporting the marketing team for marketing operation.
- Preparation of quotations.
- Handling the processing of all orders with accuracy.
- Handling telephone calls.
- Should have excellent phone ethics.
- A well-disciplined lady with good sense of team spirit and punctuality.
- Experience in similar capacity will be an added advantage.
- Age below 40 years.

*Salary Negotiable*

Please forward your CV within 7 days to  
[info@reggeeads.lk](mailto:info@reggeeads.lk)



**Reggee Advertising Services (Pvt) Ltd.**

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