



Service Coordinator Solar Division - Female

We are looking for a young, dynamic individual to be part of our winning team for immediate employment.

Main Duties & Responsibilities

- Preparation of Proforma Invoices, Quotations, Costing sheets, Daily service & Inspection reports
- Preparation of monthly service invoices.
- IOU & Petty cash handling
- Maintaining customer complaint database, schedule the daily service plan by coordination with the customers.
- Preparation monthly expenses sheet, Sales commission sheet & OT Sheets for service team.

Requirements

- GCE (A/L) in Mathematics stream & Diploma in Electrical field will be an added advantage.
- Age between 22-30 years.
- Experience in similar capacity will be an added advantage.
- Professional communication skills in Sinhala & English.
- High level of computer literacy, especially in Microsoft Excel, Word & G- suite.
- Effectively coordinating service activities and communicating with Customers, technicians, and other stakeholders.
- Workplace based on Peliyagoda.

Please send your CVs on email to sampath@nawalokatrading.com with the position specified as the subject OR to the address given below, within 10 days of this advertisement, along with a colored passport size photograph.

Nawaloka Trading Co. (Pvt) Ltd.
55, Negombo Road, Peliyagoda.
Tel: 011 2 989 999 Fax: 011 2 913 910
E-mail: sampath@nawalokatrading.com