



JUNIOR EXECUTIVE – ADMINISTRATION

Abans Auto (Pvt) Ltd

Abans Auto is a leading automotive retailer in Sri Lanka, specializing in the assembly, marketing, and distribution of two-wheelers, three-wheelers, and four-wheelers. Abans Auto is Sri Lanka's exclusive authorized distributor of HERO and YADEA and proudly serves as the authorized distributor for the Hyundai vehicle range in Sri Lanka. Abans Auto operates signature workshops in Peliyagoda, Panadura, Jaffna, Gampaha, and Kurunegala to cater to our customers' service needs. Through these workshops and over 500 service and spare part outlets, customers are assured that their vehicles are maintained to the highest standards. With a commitment to excellence and innovation, Abans Auto has established itself as a key player in the automotive industry.

The Role:

- Provide administrative support to the sales & digital marketing team.
- Manage front desk operations, including phone calls, emails, and in-person inquiries.
- Coordinate with internal teams to ensure smooth office operations.
- Need To prepare daily progress report.
- Following up with debtors for collecting payments.
- Developing and maintaining strong relationships with dealership partners.

Requirements:

- Individuals with a Diploma/CRM or equivalent relevant professional qualifications.
- Effective communication skills in English/Sinhala and Tamil being an added advantage.
- Candidates below 30 years of age are encouraged to apply.
- Must have a valid driving license.
- Familiarity with MS Office packages.
- Dynamic individual with good negotiation skills and a 'Can-Do' attitude.
- 1-2 years of experience in a similar role within a reputable company.
- Candidates preferred around Colombo/Peliyagoda.



Send Your CV

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