



Best  
Workplaces™

Great  
Place  
To  
Work.

SRI LANKA  
2022

We believe in developing careers through varied exposures. It is in our aim to provide growth opportunities for the right talent. In this quest you now have the opportunity to benefit from internal opportunities to grow and contribute.

## Accounts Coordinator (Executive Grade)

### Job Role:

- Be the brand ambassador for our organization ensuring a continuous and sustainable service level that makes a delightful customer experience for the corporate clientele assigned to you.
- Be highly resourceful in addressing customer needs and will have to develop relationships both internally and as well with clients' staff especially their human resources staff in order to achieve your objectives and targets.
- You will need to be able to address customer concerns even outside the standard working hours/holidays.

### Job Pre-Requisites:

- A minimum of 03 years of experience is mandatory
- Prior experience in customer handling or call center work experience
- Excellent communication skills
- Ability to work on tight deadlines
- Willing to travel outstations as and when required

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to [shashika.jeewanthi@hnbgeneral.com](mailto:shashika.jeewanthi@hnbgeneral.com) (State the position applied on the subject line)