



We are looking for a competitive and trustworthy branch executive officer to build up our business activities at Kalmunai Branch.

Branch executive responsibilities include pursuing new sales prospects, accounting activities, negotiating deals, and maintaining customer satisfaction. If you have exceptional communication skills and feel comfortable reaching out to prospective customers to demonstrate our services and products across direct & phone, we'd like to meet you.

### **Roles & Responsibilities**

- Managing, Coordinating & Monitoring the general Maintenance of the branch.
- Assist the Accountant with necessary reports.
- Follow and achieve sales goals & target on a monthly, quarterly, and yearly basis & create report with sales data.
- Managing the administrative processes, records management, document control in the branch.
- Perform all banking activities in accordance with regulatory requirements.
- Prepare and deliver appropriate presentations on products and services and create frequent reviews and reports with sales data.
- Update the system with purchase order details and maintain updated records of invoices and contracts.
- Maintain good relationship with existing customers.

### **Required Skills**

- Excellent verbal and written communication skills.
- Proven work experience in similar role.
- Advanced MS Excel skills.
- A friendly and energetic personality with customer service focus.
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- Ability to work under pressure.
- Related professional qualification will be considered as a plus.

Apply your Cv - <https://ntc.lk/careers>

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