



ASIAN PAINTS CAUSEWAY IS HIRING

Designation: Customer Care Assistant

Department: Customer Care

Location: Panadura



Job Summary:

- Handle customer orders/calls & quotations and resolve their complaints/clarifications
- Coordinate with Territory Managers by providing reports on invoices/pending payments
- Assist Territory Managers by handling sample requests and special orders
- Manages Invoice Acknowledgement copies
- Ensure higher customer service for stakeholders

Eligibility Criteria:

- Diploma in Business Management
- 1 -2 years' experience in Customer Service function
- Ability to work independently with minimum supervision
- Sound knowledge in MS Office package
- Experience in ERP systems, preferably SAP
- Strong interpersonal Skills

Applicants matching the criteria are welcome to apply for this position and share your resume on careers@asianpaintscapeway.com

We appreciate interest from all candidates and welcome applications against this as well as other relevant positions, since we have high volumes of applicants, only candidates meeting the requirements for the role will receive a communication from our team on the process ahead.

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