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OA Sales Executive - Anuradhapura/ Rathnapura

John Keells Office Automation (Pvt.) Ltd., the authorized distributor for **Toshiba** – Digital Multifunctional Copiers, Consumables , **Samsung** – Mobile Phones and Tabs, Hospitality TV, Large Format Displays (LFD), and Video Walls, and Printer Consumables, **ViewSonic** – Multimedia Projectors and Digital Boards & Panels , **RISO** – Digital Duplicators & Consumables , **ASUS** – Notebook PCs and, EPads, and Desktop Computers **FEC** – POS Solutions, **Zebex** – Barcode Scanners, **Bixelon** – Receipt Printers, **Rio Touch** Smart boards and panels , **OCP** – UPS, **Cassida** – Cash Counting Machines.

Job Responsibilities

- Maintaining relationships with existing and potential customers with the aim of achieving revenue targets of the business unit.
- Identifying potential customers in Corporates & Government sectors to bring in new sales.
- Maintaining the customer debt collection period with daily follow-ups and prompt collection of payments.
- Organizing sales campaigns to promote the product ranges.
- Basic sales reporting and circulation of the same.

Person Specifications

- Self-motivated and target-oriented individuals with minimum 2 years of work experience in handling sales in IT related products in a similar capacity.
- Experience in handling Distribution Operations.
- Excellent communication, negotiation, and inter-personal skills.
- Having a full or part qualification in Marketing / Sales related discipline would be a definite advantage.
- The position is based in Batticaloa areas, therefore candidates residing in or around these areas are encouraged to apply.
- Must possess a valid bike license.

Interested candidates are encouraged to apply on HIVE before 31/01/2026

John Keells Office Automation (Pvt) Ltd

4 Jan 2026



*By applying, you consent to process your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

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