

# WE ARE HIRING

## Sales Coordinator

Uga is a distinguished luxury boutique hotel chain, offering an exquisite collection of properties across Sri Lanka. Our portfolio includes **Uga Ulagalla in Anuradhapura**, **Uga Jungle Beach in Trincomalee**, **Uga Bay in Passikudah** and **Uga Chena Huts in Yala**. Additionally, our luxury villas including **Uga Hallowella in Hatton**, **Uga Prava in Tangalle** and **Uga Riva in Negombo** offer unparalleled exclusivity and indulgence. At Uga, we blend the natural beauty of Sri Lanka with the finest hospitality.

Embark on an enriching journey with Uga, where authenticity meets excellence in hospitality. We are looking for an experienced and passionate individual to join us as **Sales Coordinator**. This hands-on role involves supporting and executing multifaceted sales initiatives that enhance customer acquisition, strengthen client relationships and drive revenue growth, while ensuring accuracy, creativity, and operational efficiency across all channels.

You will play a key role in sales team by supporting to daily administrative and coordination tasks. Your skills in coordination, creativity and attention to detail will ensure seamless guest experiences that uphold our reputation as a premier luxury hospitality brand.

### Requirements

- A minimum of 1-2 years of proven experience as a Sales Coordinator or in a similar.
- Proven experience in the hospitality industry will be considered an advantage.
- Should be a highly organized and detail-oriented person, with the ability to manage multiple tasks efficiently.
- Bachelor's degree or equivalent qualification in sales or Marketing.
- Excellent command of the English language, both written and spoken.
- A positive mindset with a proactive and collaborative approach.
- Should possess strong communication skills and decision-making skills.
- A team player with flexibility in working within a dynamic team environment.

At Uga, every narrative tells our guests a story and Your expertise will help bring our brand to the world and the unique experiences we offer our guests. If you are confident that you possess the right skills, knowledge, definitely the passion, please forward your resume to [careers@ugaresorts.com](mailto:careers@ugaresorts.com)

Please mention **"Sales Coordinator"** in the subject line of the email.

We will only correspond with shortlisted candidates.

**Manager – People & Culture**  
Uga Resorts  
[www.ugaresorts.com](http://www.ugaresorts.com)

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