

• VACANCY •

BUSINESS OPERATIONS EXECUTIVE PART TIME - WORK FROM HOME

●●● Responsibilities

1. Handle the end to end process of onboarding clients, attending to their inquiries and servicing them with a speedy, supportive and a compassionate attitude (Daily).
2. Preparation of reports, business proposals and other documentation requested by the management (on request basis).
3. Preparation and publishing of mental health awareness content for social media channels (weekly basis).
4. Servicing inquiries of corporate clients and perform administrative functions with accuracy and in a timely manner (Daily).
5. Business development for corporate clients through tele-marketing. Attractive incentive structure is offered.

●●● Requirements

1. Ability to arrange counseling sessions on request basis immediately or within a maximum of 2 hours is a must. Ability to reserve a minimum of 1 hour daily to attend to corporate client inquiries is also compulsory.
2. Excellent communication skills in English and Sinhala is a requirement (Verbal and written).
3. A bachelor's degree in business management/ higher education in a similar capacity would be added advantage.
4. Good knowledge in Microsoft Office packages and a designing application (example: Canva, Adobe Photoshop, Corel Draw) is a must.

Forward your CV to

Careers@mindheals.org

Mind Heals is a well-recognized private organization in Sri Lanka established with the primary objective of providing accessible, convenient, affordable and confidential mental health services to the community with absolute trust and integrity.

 **MIND HEALS**

Simple warm chats giving you a Mind Healing experience