

Senior Executive/ Assistant Sales Manager - International Markets | Colombo 03

At our company, we believe that every small idea has the potential to **spark** something **extraordinary**. We foster an environment where creativity, passion, and innovation come together to fuel growth. When you join us, your unique **spark** isn't just encouraged - it's celebrated! Together, we create a workplace where every contribution, big or small, **transforms** into something remarkable.

The Role

We are looking for a proactive and results-driven **Senior Executive/ Assistant Sales Manager - International Markets** to lead international business development and manage end-to-end export operations. This role involves identifying and securing new opportunities in global markets, handling export documentation and logistics, and ensuring compliance with international trade regulations. The ideal candidate will also represent the company at global trade fairs and exhibitions, playing a key role in expanding our international presence.

Key Responsibilities

- Identify, engage, and convert new international customers to support business growth.
- Actively explore and expand into new markets to strengthen the company's global footprint.
- Manage the entire export cycle including order processing, pricing, documentation, and logistics coordination.
- Maintain strong relationships with international clients, distributors, and agents.
- Prepare all export-related documentation (invoices, packing lists, shipping instructions, etc.).
- Coordinate with internal departments including production, logistics, and supply chain to ensure smooth execution of orders.
- Ensure full compliance with international trade laws, INCOTERMS, and country-specific import/export regulations.
- Monitor shipment status and provide timely updates to clients and internal stakeholders.
- Represent the brand at international trade fairs, exhibitions, and business development missions.
- Prepare pricing proposals and commercial quotations in alignment with business objectives.
- Analyze export sales data and trends to support strategic decision-making.

Requirements

- Bachelor's degree in International Business, Marketing, Logistics, or a related field.
- Minimum 3–5 years of experience in export sales or international business, preferably within the manufacturing or FMCG sector.
- Proven success in international business development and customer acquisition.
- Strong knowledge of export documentation, INCOTERMS, and logistics processes.
- Familiarity with trade finance, letters of credit (LCs), and banking documentation.
- Self-motivated, target-driven, and able to work independently.
- Willingness and ability to travel internationally for exhibitions and customer meetings.
- Experience working with markets such as India, Middle East, Africa, and Europe.
- Multilingual skills will be considered an added advantage.
- Primarily based in Colombo 03, with required travel to Welisara and Makandura premises based on business needs.



If interested, please send your resume, and cover letter to careers@phoenix.lk