

WE ARE HIRING

MANAGEMENT TRAINEE

NUMBER OF
POSITIONS 04



DUTIES AND RESPONSIBILITIES

- ▶ Provides entry- to intermediate-level professional services, under supervision of professional staff as appropriate to the day-to-day operating objectives of the unit. Undertakes and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of the organization.
- ▶ Participates in the planning and implementation of unit projects and initiatives within area of expertise.
- ▶ Interacts directly with colleagues, clientele, and/or other internal or external constituencies in the planning of assignments and the resolution of day-to-day operational problems.
- ▶ Receives guidance, training, and mentoring from professional personnel in planning and carrying out activities and assignments.
- ▶ As appropriate to the position and as specified by unit management, conducts original research and prepares reports based on findings, to include recommendations or alternative proposals for action.
- ▶ May provide day-to-day guidance and support to student employees and/or interns within area of specialty.
- ▶ May undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.
- ▶ Performs miscellaneous job-related duties as assigned.

CONDITIONS OF EMPLOYMENT

Must present transcripts prior to a formal offer being extended.

This is a fixed-term position, typically up to 12 months

We are Core Business Services Y.A.P. (PRIVATE)LIMITED, a Gamini Group subsidiary engaged in a variety of business activities. We are currently working with HR operations, Industrials Training activists, and retail operations. We are currently expanding our market to the Middle East and are looking for the best and brightest candidates to join our reputable organization.

JOB SUMMARY

Undertakes a professional internship designed to provide on-the-job training and experience to recent university graduates. Engages in various work assignments, projects, and activities of varying complexity, structured to enable the intern to gain the necessary knowledge, skills and abilities needed to perform at a professional level, typically identified with a targeted exempt position. Receives training and mentorship in planning and carrying out activities and assignments. This is a fixed-term position, typically up to 12 months.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Project planning skills.

Entry-level knowledge and skill at the Bachelors level within specified area of professional specialty.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow complex, detailed technical instructions.

Ability to work both independently and in a team environment.

OTHER REQUIREMENTS

- Priority will be given to university graduates/
- Professional qualification holders with degrees in
- Management / Sales, Marketing / and Human Resources.
- Male/Female candidates age between 23 to 28.

If you believe you are the right person for the job, please send your resume and the names and contact details of two non-related referees to careers@gaminigroup.lk within 10 days of this advertisement. Please include the job title in the subject line of your email.

HEAD OF STRATEGIC HUMAN RESOURCES AND ADMINISTRATION

GAMINI INDUSTRIES Y.A.P. (PVT) LTD NO 39/A, AWISSAWELA ROAD, RANALA.