



WE ARE COMMITTED TO PROVIDE THE HIGHEST QUALITY IN CAR DETAILING/ CAR WASH/ LUBE & OTHER CAR CARE RELATED PRODUCTS & SERVICES THAT HELPS TO MAINTAIN OUR CUSTOMER'S VEHICLES IN BEST ORDER & RETAIN THE VALUE & THE CONDITION OF THE VEHICLE FOR LONGER PERIOD.

WE ARE  
**HIRING!**

## **MANAGEMENT TRAINEE**

We are searching for a reliable, organized Management Trainee to join our organization. The management trainee's responsibilities include completing all assigned tasks, which may include, performing duties in different departments, gaining knowledge of operations, learning how to handle disputes, attending meetings and workshops, traveling to other offices, providing support and suggestions for improvement, updating records, and preparing documentation. You should also be able to complete any required evaluations. To be successful as a Management Trainee, you should have superb attention to detail and be able to promptly identify problems. Outstanding candidates will have great leadership, problem-solving, and interpersonal skills.

### **Management Trainee Responsibilities:**

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.
- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different Branches and participating in daily operations as required.



### **What we offer**

Remuneration Package = Salary + Performance Allowance + Food  
A corporate level training program.  
Excellent Career Development prospects.  
Accommodation facilities.

[www.carepoint.lk](http://www.carepoint.lk)

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**INQUIRIES**  
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