



**Ministry of Labour and Foreign Employment
Sri Lanka Foreign Employment Agency PVT (Ltd)**

Job Title: Internship for Fresh Graduates & Advance Level Qualifiers

Sri Lanka Foreign Employment Agency is a 100% government owned institution, and a subsidiary of Sri Lanka Bureau of Foreign Employment, Sri Lanka Foreign Employment Agency was established in 1996.

Duration: 01 Year

We are looking for talented Interns to join our team and get the knowledge and experience in various foreign recruitment related tasks. As an Intern, you will have the opportunity to learn about the entire recruitment process and gain valuable experience working in a fast-paced, dynamic environment.

Responsibilities:

- ❖ Assist with lead generation activities, including researching potential clients and creating outreach lists
- ❖ Conduct outreach to potential clients via email and phone to schedule meetings or demos
- ❖ Attend meetings and take notes on important discussions and action items
- ❖ Assist with proposal and contract creation and delivery
- ❖ Help track recruitment metrics and provide reports on recruitment performance
- ❖ Participate in visa training and development opportunities

Requirements:

- Graduate from a recognized University or College in any stream is entitled to apply
- Advance Level qualifiers who are having good communication skills, digital marketing or social media marketing skills, Photoshop, video editing, Data Analysis skills will also be considered.
- Strong communication and interpersonal skills
- Comfortable with making phone calls and sending emails to potential clients
- Ability to work independently and as part of a team
- Detail-oriented with strong organizational skills
- Basic understanding of recruitment principles and techniques
- Proficient in Microsoft Office Suite

Remuneration: Decent allowance will be paid for qualified Interns.

To apply, please submit your resume and a brief cover letter outlining your interest in the position and any relevant experience you may have.

We look forward to hearing from you!

**Chairman
Sri Lanka Foreign Employment Agency PVT (Ltd)
No. 12, Narahenpita Road, Nawala.**