

Management Trainee

Job Role:

- Engaging with teams & acquiring in - depth knowledge about the processes
- Building up positive relationship with employees
- Understanding the company policies & procedures
- Providing with suitable suggestions to the management to increase the productivity levels
- Preparing business reports/proposals when required

Requirements:

- A bachelor's in Business Management or any other equivalent
- Experience in MS office package
- Excellent English communication skill & problem solving skill
- Ability to take challenges and handle pressure with positive mind
- Flexible to work extended hours
- Creativity & fast learning skills
- Possessing an IT qualification will be an added advantage

Send your CV to

recruits@adelanka.com

Mention "Management Trainee" as the email subject