

Internship Trainee Administration Department (Location - Head Office)

Fintrex Finance Limited is a Non-Bank Financial Institution (NBFI) regulated by Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No. 42 of 2011. The company is backed by a consortium of world class investors including global insurance giant Fairfax Holdings along with MAS and Hirdaramani Group.



The best Internship opportunity in the industry



The Job Role

- Coordinate with all branches and departments regarding administrative matters
- Assist the payment process and follow-up on payments for suppliers, maintaining accurate records and timely follow-ups.
- Prepare and format documents, PowerPoint presentations, and e-flyers.
- Keep records and monitor internal campaigns, assisting in the coordination and execution.
- Maintain spreadsheets to track and monitor branch expenses.
- Assist in the courier handling process, ensuring timely and efficient delivery of documents and packages.
- Keep records of utility bills, monitoring and managing payment schedules to ensure uninterrupted services.
- Support supplier registration in the PMS (Project Management System), participate in User Acceptance Tests (UAT)
- Perform any other necessary administrative duties as assigned, contributing to the smooth functioning of the Admin Department.

Experience / Qualifications / Skills

- A degree from a recognized university or Undergraduate in the field of Business Management / Business Administration
- Competency in MS Office package
- Good communication skills in both Sinhala & English



**A competitive allowance in par with the industrial standards will be paid.
The best fits will be absorbed into the permanent cadre upon the successful completion of Internship period.**

Candidates are invited to send their detailed CVs to careers@fintrexfinance.com or by post with the contact details of two non-related referees, to reach us within 14 days of this advertisement.



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ENTITIES
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