



Management Trainee (Location : Peliyagoda)

Be a Part of Our Dynamic Team at SENOK

Since 1979, Senok has been a pioneer in many industries in Sri Lanka. Over the years, Senok has diversified and grown to encompass a wide variety of products and services including automobiles, energy, travel, mining, heavy machineries and more.

Responsibilities :

- Completing all assigned tasks and assisting with day-to-day operations.
- Provide administrative support.
- Prepares confidential reports/documents and updating records.
- Maintaining files, confidential records, such as employee records, contract negotiations, and any notes and other data.
- Attend and participate in meetings, seminars, and training sessions as required.
- Overseeing employees and evaluating work.
- Assisting management with the implementation of new policies.
- Ensure proper documentation and training of employees.

Our Requirement :

- A degree in Management, HR or related.
- 2+ years work Experience in a management role or similar.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and sensitive information.
- Proficient with Microsoft Office Suite or related software.
- Math and comprehension skills.
- Ability to multitask.
- Age below 35 Years.

If you are **confident**, please email your CV mentioning the **position applied for** in the Subject line to careers@senoksl.com within 10 days of this Advert.

Director – Human Resources

Senok Group of Companies