



We are a well-established group of companies in Sri Lanka since 2012 manufacturing Engineering plastic technical products to the export market. We are looking for competent, dynamic individuals for below mentioned position to our company located in Kirimatiyana, Dankotuwa.

Management Trainee

Responsibilities

- Help managers complete daily tasks (e.g. implementing new policies)
- Understand each department's (e.g. Marketing, Sales) daily processes and goals
- Provide administrative support (e.g. data entry)
- Get familiar with personnel duties
- Participate in company's strategic planning
- Help managers in evaluating performance (e.g. writing reports, analyzing data)
- Keep track of business revenue
- Research ways to increase profitability and lower risk
- Create and give presentations

Requirements and Skills

- Experience in management or similar/relevant field (e.g. Sales, Customer Services, etc.)
- Comprehensive knowledge of MS Office
- Strong verbal and written presentation skills
- Excellent math and computational ability
- Effective communication skills
- A degree in Engineering / management / Business

Preference will be given to the candidates living close to **Nattandiya, Dankotuwa, Wennappuwa** areas.

Please email your Resume to hr.dnk@plasticalk.com with two nonrelated referees within 7 days from this advertisement along with a recent photograph.

Administration Plastica International Pvt Ltd
Head Office –No 221/3, kahanthota Road Malabe
Factory – Rabarwatta Estate, Kahatawila West, Pothuwatawana.

Contact: 0769005479 / 0773848196

www.plasticalk.com