



Office Trainee (School Leavers)

WE ARE LOOKING FOR A MOTIVATED AND RESPONSIBLE OFFICE ADMIN TRAINEE TO JOIN OUR TEAM. THIS OPPORTUNITY IS IDEAL FOR SCHOOL LEAVERS WHO ARE EAGER TO GAIN PRACTICAL OFFICE EXPERIENCE AND GROW THEIR CAREER.

School leavers, both male and female candidates are encouraged to apply.

Key Requirements

- Well knowledge of the English language (written & spoken) – mandatory.
- Basic computer & IT skills (MS Word, Excel, Email) – added advantage
- Good communication and organizational skills
- Positive attitude and teamwork skills

Responsibilities

- Assist with daily administrative tasks
- Handle emails, documents, and Online Research data entry

What We Offer

- Training and hands-on experience
- Friendly and supportive work environment
- Career growth opportunities

Apply Now

Please send your CV to
info@automantransmission.com or
WhatsApp 077 052 0525



0770-520-525
0710-369-369

OFFICE & SHOWROOM
BATTARAMULLA

