WE ARE **HI**RING

OREL IT is a global technology company that pushes the boundaries of cutting-edge software development, AI, data science, cloud computing, IT outsourcing, and UI/UX. We inspire the next generation by redefining knowledge delivery and skill enhancement. As Sri Lanka's largest IT employer, OREL IT is dedicated to shaping tomorrow's technology landscape.

MANAGEMENT TRAINEE – OPERATIONS

KEY RESPONSIBILITIES

- Support the development and tracking of the department budgets.
- Assist in monitoring expenditures to ensure alignment with budgetary constraints.
- Help prepare budget performance reports and provide basic insights for review.
- Collaborate with the finance team to gather data for expenditure forecasting.
- Assist the marketing team with campaigns, including event coordination and digital marketing activities.
- Help organize logistics for marketing activities, including vendor coordination, and budget tracking.
- Gather feedback on marketing campaigns to support improvements.
- Assist in the execution of daily operations and learn to optimize workflows and processes.
- Support coordination between the department and other departments (Sales, Finance, Marketing, etc.).
- Help document operational procedures and ensure consistency with company standards.
- Learn to monitor and report on operational performance, identifying areas for improvement under supervision.
- Help the sales team prepare customer support materials, including basic SLA documents and general company templates.
- Assist in the onboarding process for new customers by organizing events and materials.
- Provide basic operational support to sales teams, ensuring necessary resources are available.
- Support tracking of contract renewals and communicate updates to relevant teams.
- Assist in producing basic operational performance reports and maintaining accurate records.
- Learn to prepare presentations and summaries for team and management meetings.
- Maintain and organize documentation to ensure it is accessible and up to date.
- Learn to identify potential risks in processes and participate in mitigation planning.
- Support the ISO process and gain exposure to ISO implementation activities.

REQUIREMENTS

- A Bachelor's degree (or currently pursuing) in Business Administration, Information Technology, Management, or a related field.
- Fresh graduates or candidates with up to 1 year of relevant experience.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work in a fast-paced environment and handle multiple tasks.
- Team player with strong interpersonal skills.

By submitting your application, you agree that your CV and any other personal information provided will be stored securely in our system for a period of six months. This retention period allows us to consider you for current and future opportunities. If you agree to this retention period, please submit your application.

Please indicate the position in the subject line of the email.

Forward your CV with names and contact details of two non-related referees to -
careers@orelit.com

We will correspond only with the shortlisted applicants.

"OREL IT is an Equal Opportunity Employer."

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