

We are hiring!

Position: Management Trainee

Are you a motivated individual with strong analytical skills and great interpersonal skills? We are seeking a dynamic Management Trainee to join our team and embark on an exciting career journey. This position offers an unique opportunity to gain hands-on experience in a young, growing company while receiving mentorship from the CEO.

Company Overview:

YETI is a Sri Lankan nutraceutical company that manufactures and distributes a range of sports and lifestyle beverages in Sri Lanka. For more information visit the company website: www.yetihydration.com

Job Responsibilities:

As a Management Trainee, you will play a pivotal role in supporting our operations and working closely with the CEO. You will work on a rotational basis to gain experience in multiple facets of the business. Your responsibilities will include, but not be limited to:

- **Monitoring Daily Sales:** Track and analyze sales data, identify trends and patterns, and generate reports to assist in decision-making processes.
- **Handling Online Customers:** Interact with online customers, address their queries and concerns, provide product information, and ensure a high level of customer satisfaction.
- **Managing Orders and Warehouse:** Coordinate with the warehouse team to ensure accurate and timely processing of orders, maintaining inventory levels, and managing shipment logistics.
- **Supply Chain:** Purchase raw materials required for production in a timely manner.
- **Organizing Promotional Events:** Assist in planning and executing promotional events, including sports events, and product launches, to increase brand awareness and drive sales.
- **Assisting the CEO:** Provide administrative support to the CEO, including scheduling meetings, managing calendars, preparing presentations, and conducting research as required.

Qualifications and Skills:

- Bachelor's degree in Statistics, Economics, Business Administration, or a related field.
- Strong analytical and problem-solving abilities, with a keen eye for detail.
- Excellent interpersonal and communication skills, both verbal and written.
- Proficient in using MS Excel (please do not apply if you are not well versed in Excel)

Benefits:

- Opportunities for career advancement and growth within the company.
- Exposure to various aspects of business operations and working closely with the CEO.

Note: Only shortlisted candidates will be contacted for an interview.

Please send CVs to ndurance.lk@outlook.com