

JOIN OUR DYNAMIC **FINANCE & LOGISTICS** TEAM



## Internship - Administration

Head Office

### JOB DESCRIPTION:

The person will be responsible to manage corporate mobile services, utilities data analysis across branches. Coordinates timely payments for essential services and oversees logistics, including fleet management.

### REQUIREMENTS:

- Fresh graduate with a Bachelor's degree in Administration, Business Management or Logistics from a recognized University/ Institute.
- Strong organizational and multitasking skills
- Excellent verbal and written communication abilities
- Proficiency in MS Office (Word, Excel, PowerPoint) and basic IT tools

[Click here to apply](#)

\*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.



The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.