

ELEVATE YOUR CAREER WITH H CONNECT!

Join a vibrant, growth-driven culture that values flexibility, expertise, and premium perks. Be part of a team that sets industry standards for speed, agility, and continuous improvement!



INTERN - DOCUMENTATION DEPARTMENT - ERP

KEY RESPONSIBILITIES

- Developing learning and expertise in handling customer inquiries effectively, while coordinating with relevant internal and external divisions for seamless communication
- Acquiring proficiency in crafting sales orders, producing Bill of Materials, Supplier Purchase Orders, and efficiently establishing item codes for inventory management.
- Adapting a comprehensive approach, ensuring a smooth process from order to delivery, fostering interdepartmental cooperation for customer satisfaction, and continuous learning.

WHAT YOU BRING?

The ideal candidate must have a typing speed of at least 25 WPM with 90% accuracy and should have successfully completed the G.C.E. Advanced Level examination.

If you believe you're the perfect candidate for the above role, we can't wait to meet you!

Send us your CV ;

Careers.HConnect@hirdaramani.com

Kindly ensure the Job Number - 30 and the vacancy title is mentioned in the email subject line when submitting your CV.



Work Location - H Connect (Pvt) Ltd, Hirdaramani The Hub,
No: 245, Thimbirigasyaya Road , Colombo 05