

# STEP INTO THE STRATEGIC ENGINE ROOM OF A GLOBAL GIANT!

## INTERN – CORPORATE AFFAIRS

**Toyota** Lanka, a fully owned subsidiary of **Toyota Tsusho Corporation (Japan)** and a proud member of the Toyota Group Japan, is the **sole authorized distributor of Toyota and HINO vehicles in Sri Lanka**. With a legendary reputation for **quality, innovation, and customer excellence**, Toyota Lanka has been recognized as Sri Lanka's **Most Loved Automobile Brand 2024** at the LMD Readers' Choice **Most Loved Brands Awards**, ranked **No. 01 Product & Most Loved Brand** at LMD Brands Annual 2025, and most recently recognized among the **Top 10 Companies in Sri Lanka** at the EFC National Best Employer Awards 2025.

If you are passionate about people, operations, and workplace excellence, here's your opportunity to grow with one of the **world's most admired multinational and award-winning automotive brands**.

📍 **LOCATIONS: HEAD OFFICE, WATTALA**

### What You'll Do:

- ▶ Professionally and confidentially manage incoming communications to top management.
- ▶ Perform the job role of Employee overseas Travel without any issue including Bond Coordination, Ticket booking, handling visa, hotel booking, Travel insurance.
- ▶ Prepare meeting agendas and record minutes during meetings.
- ▶ Follow up on management instructions and ensure timely completion of assigned tasks.
- ▶ Communicate and coordinate with internal departments and external parties on behalf of management.
- ▶ Coordinate overseas guest management activities, including travel arrangements, accommodation, transportation, and meeting schedules.
- ▶ Assist in organizing VIP visits, management visits, and official functions.
- ▶ Maintain professionalism and confidentiality in all management-related matters.
- ▶ Support daily office operations and administrative activities as required.
- ▶ Prior experience would be an added advantage.

This is a mission to ensure seamless executive coordination, enhance operational efficiency, and support management excellence across the organization. If you are highly organized, detail-oriented, proactive, and capable of handling confidential matters with professionalism while maintaining strong communication and coordination skills, and if you aspire to grow with one of the world's most admired multinational award-winning automotive brands.

### How to Apply:

If you're interested, apply via our **official Career Portal** at <https://www.toyota.lk/careers/job-openings/> by selecting the position title **"Intern – Corporate Affairs"** within **7 days** of this advertisement.

Only shortlisted candidates will be contacted.  
Female candidates living around Wattala are encouraged to apply.

### We're looking for:

- ▶ Diploma or professional qualification in Business Administration, Management, Secretarial Practice, or a related field.
- ▶ Previous experience in a secretarial or administrative role would be an added advantage.
- ▶ Good communication skills in English and Sinhala/Tamil.
- ▶ Strong interpersonal and coordination skills.
- ▶ Ability to maintain confidentiality and professionalism.
- ▶ Good knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- ▶ Ability to work under pressure and handle multiple tasks efficiently.
- ▶ Strong attention to detail and documentation skills.
- ▶ Ability to coordinate with management, staff, and external parties effectively.