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Hiring!**

## **Trainee - Sales & Business Development**

### **Key Responsibilities**

- Help the sales team find new customers
- Assist with calls, emails, and follow-ups
- Keep records of sales and customer information
- Support in preparing sales reports and materials
- Prepare basic quotations and follow up on customer inquiries

### **Candidate Profile**

- Good communication skills
- No prior experience required
- Basic computer knowledge (MS Office, email, etc.)
- Positive attitude and willingness to learn
- Studying business, marketing, or a related field (preferred)
- Able to work well in a team

**School leavers are mostly welcome**

**Send your CV and portfolio to: [careers@transcocargo.lk](mailto:careers@transcocargo.lk)**