

Management Trainee – Export | Colombo

At our company, we believe that every small idea has the potential to **spark** something **extraordinary**. We foster an environment where creativity, passion, and innovation come together to fuel growth. When you join us, your unique **spark** isn't just encouraged - it's celebrated! Together, we create a workplace where every contribution, big or small, **transforms** into something remarkable.

The Role

We are seeking a well-organized and proactive **Management Trainee - Export** to support our export operations and international business development activities. This role plays a key part in ensuring smooth execution of export processes, customer coordination, supplier and factory liaison, and participation in overseas exhibitions, while maintaining high standards of accuracy and professionalism.

Key Responsibilities

- Prepare export documentation including Proforma Invoices, Packing Lists, and shipment-related documents.
- Coordinate with factory teams to ensure timely and accurate execution of export orders.
- Communicate with international customers and support them throughout the order cycle.
- Prepare and follow up on quotations for overseas markets.
- Coordinate with suppliers and service providers involved in export operations.
- Liaise with overseas exhibition organizers regarding participation, logistics, and documentation.
- Maintain export records including costs, budgets, and operational data.
- Support day-to-day administrative and operational activities of the export function.

Requirements

- Bachelor's degree in International Business, Supply Chain Management, Business Management, Logistics, or a related field.
- Prior exposure to export operations or documentation will be an added advantage.
- Strong written and verbal communication skills.
- Customer-centric mindset with the ability to engage international clients professionally.
- Well-organized, detail-oriented, and able to manage multiple tasks effectively.
- Hardworking, proactive, and eager to learn.
- Interest in international trade and business development.
- Ability to work independently while collaborating with cross-functional teams.

If interested, please send your resume, and cover letter to careers@phoenix.lk

