

# Intern - Customer Experience Management and People Development

## GROUP SERVICE DELIVERY

### The Job

- Coordinate with City & Guilds UK for the affiliated courses and arrange trainers to conduct the sessions.
- Maintain records of participants, attendance and classes.
- Applying for exams and updating candidate results on the portal of City & Guilds.
- Assisting with training plans and execution of training sessions.
- Coordinate with City & Guilds to conduct examinations, arranging invigilators, preparing the center for examination.
- Reservation of venue and calendars for training sessions and exams.
- Coordinate with payment processes.

### The Person

- Degree in Business Management or Full / Part professional qualifications from a recognized university or institute.
- Should possess an excellent command in both spoken and written English.
- Possess a comprehensive knowledge and skills in advance excel / power point.
- Ideal candidate should be enthusiastic and energetic.

Selected candidate will be paid a monthly allowance during the training period.

If you are a resilient individual with excellent communication skills in English both written and verbal and good knowledge in MS office applications then, we are looking for YOU!

Please visit our website [www.dialog.lk/careers](http://www.dialog.lk/careers) and click on the "Apply Now" button and apply for the position within 10 days of this advertisement.

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