



FUTURE LABS
GROUP OF COMPANY

NOW WE'RE HIRING

Join Our Team as a Management Trainee.

Your role will encompass essential administrative tasks, including :

- Generating and maintaining timesheet reports.
- Managing meeting schedules and notes.
- Ensuring task follow-ups and reminders.
- Handling correspondence and documentation.
- Supporting IT projects and data entry.

Candidate Profile :

- Enrolled in or holding a Business Management or IT-related degree.
- Strong organizational and time management skills.
- Detail-oriented with effective communication abilities.
- Multitasking and prioritization capabilities.
- Positive attitude and problem-solving mindset.
- Experience with Microsoft Excel or Google Sheets in preparing business reports is an advantage.
- Ability to use various software applications, email, and calendar tools, with a willingness to learn new IT tools and systems.
- Familiarity with Jira and Confluence.
- Basic understanding of IT concepts, terminology, and principles.

Ready to support our IT team's success? Apply now!

How to Apply

careers@futurelabsgroups.com