https://www.lankatalents.lk/job/sales-operations-intern/

Sales & Operations Intern

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
E-Commerce

Employment Type
Full-time

Job Location
Boralesgamuwa

Valid through
25.09.2026

Description

We are looking for motivated, organized, and enthusiastic individuals to join our client's team as Sales & Operations Interns.

This is an excellent opportunity for university students completing their internship period and fresh graduates who want to gain practical experience in sales, customer coordination, order management, and day-to-day business operations.

The successful candidates will work closely with the Sales & Operations team and gain valuable real-world workplace experience.

Responsibilities

- Assist with customer order handling, order confirmations, and routine follow-ups.
- Support WhatsApp and online order-related activities.
- Assist with showroom and stock-related operational tasks.
- Support order preparation and packing activities.
- Follow up on dispatch and delivery-related requirements.
- Maintain simple operational records and trackers.
- Assist with preparing basic reports.
- Support routine coordination required to ensure smooth daily sales and operational activities.
- Perform other operational duties assigned by the management team.

Qualifications

- Entry-level candidates are welcome.
- No previous work experience is required.
- University students completing their internship period are encouraged to apply.
- Fresh graduates are welcome.
- Good communication skills and a professional attitude.
- Basic computer literacy.
- Ability and willingness to learn internal systems.
- Good organizational and time-management skills.
- Responsible and comfortable handling routine customer and order-related tasks.
- Ability to work as part of a small and collaborative operations team.

Contacts

070 500 2122
dehara@lankatalents.lk