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Deloitte Advisory Services is a multi-disciplinary professional services organisation part of the Deloitte network. Our international capabilities combined with local expertise help our clients succeed, wherever they operate. In our continuous efforts to be the preferred service provider in Sri Lanka, we require proactive, dynamic, and self-motivated individuals with excellent interpersonal skills and a high level of commitment. The details of the position are highlighted below.

Intern - Proposal Support

We are looking for final year under graduates/ recent graduates who can support our team with Proposal preparation. This role requires strong organizational skills, attention to detail, and the ability to work effectively with a team. Commitment of minimum 06 months fulltime to the internship opportunity is a prerequisite.

Key Responsibilities

- Assist the team to conduct market research and gather information on potential clients and projects
- Support with the preparation and formatting of proposals to gather necessary information and inputs for proposals documents, presentations, and other materials as needed
- Assist with proposal tracking to ensure timely responses

Key Requirements

- Final Year Undergraduate / Recent Graduate in Bachelor's degree in Business Administration, Cyber Security or a Management related field
- Strong written and verbal communication skills
- Detail-oriented, independent learner, Strong analytical and research skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic understanding of cyber security concepts and industry terminology

How to apply

Email a detailed curriculum vitae (CV) to lkcareers@deloitte.com indicating the post applied and the names and contact details of two non-related referees.

Our Office

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