



*Airport & Aviation Services (Sri Lanka) (Private) Limited*



***We are looking for highly motivated individuals with right attitude to fill the following vacancy***

**POST OF LOGISTICS OPERATIONS OFFICER (ON CONTRACT)**

1. **Job Scope** : Carrying out duties pertaining to facilitation and implementation of activities relating to Air Freight Management & Cargo Operations at Air Cargo premises, under the guidance of Head of Air Freight Management & Cargo.
2. **Key Responsibilities** :
- a. Assist Senior Officers in ensuring smooth facilitation of Air Cargo operations by coordinating with relevant stakeholders.
  - b. Monitor and report to the superiors regarding the matters that require immediate attention in relation to the adequacy, serviceability and safety of the Air Cargo Terminal facilities.
  - c. Ensure orderliness & smooth flow of vehicular traffic at Air Cargo premises, in coordination with relevant parties.
  - d. Maintain and update relevant databases, where applicable.
  - e. Attend for emergency crisis situations connected with operations at Air Cargo premises.
  - f. To supervise relevant staff under for their presence, conduct and efficiency to ensure satisfactory service to all users of Air Cargo premises.
  - g. Perform any other duty that may be assigned by the Head of Cargo & Air Freight Management.
3. **Qualifications** :
- i. Should have successfully completed a 1 year Diploma (Preferably from English Medium) in Logistics Management/ Business Management/ Supply Chain Management from a recognized institute/University or a NVQ level 5 equivalent qualification from an Institute recognized by Tertiary and Vocational Education Commission (T.E.V.C)/ University Grant Commission (UGC)

**AND**

- ii. Should have passed 03 subjects at GCE A/L Examination at a one sitting

**AND**

- iii. Should have passed the G.C.E (O/L) examination in six (06) subjects with credit passes in English Language and Mathematics

**AND**

- iv. Should possess a good working knowledge in English & Computer Literacy

4. **Experience** : Should possess minimum of Three (03) years experience in the relevant field in a reputed organization.
5. **Age** : Should be below 35 years on the closing date for applications.
6. **Method of selection** : By a written test and an interview

**General:**

**Salary: All inclusive monthly fixed allowance will be paid.**

The selected candidate will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **October 18, 2021 only by Registered Post or Courier**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

**Please note that the applications without copies of the relevant certificates and forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.**

Please note that only the short listed candidates will be notified.

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**

Advertised on 07/10/2021