



LOGISTICS ASSOCIATE

Chevron Lubricants Lanka PLC is on the lookout for a **Logistics Associate** for our **Lubricant Blending facility in Sapugaskanda**. The role mainly involves responding to our customers on product related inquiries and serving customers who call over at the Chevron Lubricant Blending Facility for collection of sales orders. The key job responsibilities of the job role are:

- Maintain regular contact with sales staff and customers and assist in the resolution of customer inquiries.
- On time sales order processing and invoicing using SAP ERP system.
- Coordinate with production team to ensure 100% product availability.
- Managing customer accounts/ updating customer receipts in SAP ERP system, updating banking systems and follow up on customer payments.
- Receipt, issue and transfer goods in the company Warehouse Management System (WMS).
- Carryout inventory management activities.

Candidates should possess:

- GCE (O/L) including Mathematics, GCE(A/L) 3 passes and or full/part qualification in Accounting/IT.
- Strong computer literacy and with good verbal/written English communication skills.
- At least 2 years work experience in a similar capacity in an ERP system enabled environment would be an additional qualification.
- Should reside in close proximity to Sapugaskanda or be willing to travel to location.

Ideal opportunity for a candidate aspiring to progress in a logistics management role with exposure to an ERP enabled manufacturing environment.

If you meet the above criteria, please submit your resume on our Careers Page within 10 days of this advertisement. Please note that only shortlisted candidates will be notified.

Head of Human Resources
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Please visit our Careers page at www.chevron.lk