



## EXECUTIVE – INFLIGHT STORES

### Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

### The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications, ethics and with outstanding communication skills for the post of Executive – Inflight Stores to look after the daily operations. The successful candidate will be responsible for handling below duties and responsibilities to optimize productivity of the Stores Department while reporting to Warehouse Operations Manager

### KEY RESPONSIBILITIES INCLUDE:

- Ensure accuracy of packing and uplifting duty-free sales / consumption bar and dry store amenities for UL Flights and reporting the variances to the airline.
- Ensure of Maintaining the cold chain till the goods deliver to flights.
- Assisting in all Quality and Airline Audits and ensure 5s practices within the department and maintain lined up and cleanliness in the department.
- Handle all customer complaints and take corrective actions against customer complaints and audit nonconformities.
- Manage all inventories of Duty-Free items, Consumption bar items and Dry store packing items.
- Ensure effectiveness of maintain /re-ordering of tray setup items.
- Responsible of all Inventory counts with Finance department and Internal Auditors.
- Ensure preparing monthly revenue reports for other Air Line spaces, picking's and services render to UL.
- Check the accuracy of the automated data entering /stock control systems.
- Assist in managing and visiting APR Store frequently and check Inventory and issuing process time to time. Arrange vehicles and drivers for APR and MRIA goods transportation. Assist in managing administration and day today issues in APR Store and MRIA Store.
- Reduced operational cost by roster management, managing leave and leave arrangements.
- Analyzing data, develop new methods, build the 2nd line of the department, educate staff, motivate them arrange their outdoor events and assist to manage outsourced staff and increase productivity.
- Motivate and train staff to enhance productivity and quality to maintain company values.

### PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- 04 years' Experience in Executive Capacity.
- Having a Bachelor's Degree / MBA or any other similar qualification from a recognized University.
- Full or Part Professional Qualification in the relevant field.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- High level of IT literacy to handle day to day activities, prepare reports and carry out analysis.
- Sound planning and organizing skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to [careers@srilankancatering.com](mailto:careers@srilankancatering.com) including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager  
SriLankan Catering Limited  
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Airline Centre, Bandaranaike International Airport  
Katunayake

Please visit us on [www.srilankancatering.com/careers](http://www.srilankancatering.com/careers) for more details