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With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

## Executive Assistant – Logistics & Stores

### Job Profile

- Assist in coordinating logistics operations, such as inventory management, transportation arrangements and order processing to ensure timely delivery of goods and materials
- Serve as a primary point of contact between the logistics and stores department and internal / external stakeholders, including vendors, suppliers and other departments
- Maintain accurate records of inventory levels and transactions using relevant software systems or databases
- Prepare and review documents, reports and presentations related to logistics and stores activities, ensuring accuracy and completeness
- Assist in procurement processes by researching suppliers, obtaining quotes and processing purchase orders as needed
- Coordinate maintenance and upkeep of storage facilities, ensuring they meet safety and regulatory standards
- Provide support for special projects and initiatives within the logistics and stores department such as process improvements or system implementations
- Preparation of management reports
- Provide comprehensive administrative support to the logistics and stores department, including managing calendars, scheduling meetings and handling correspondence

### Applicant's Profile

- Diploma in supply and materials management
- Age should be below 28 years
- Prior experience in an administrative role, preferably in a logistics or supply chain environment is advantageous
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with inventory management software or ERP systems preferred
- Excellent verbal and written communication skills, with the ability to communicate professionally with stakeholders at all levels
- Keen attention to detail and accuracy when handling documentation, records and inventory data
- Proactive problem-solving skills with the ability to identify issues and propose solutions to improve logistics and stores operations

The successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website**

To apply, please visit,

