

Job Description

- Monitor Airlines inventory levels by conducting physical counts and maintaining records to ensure uninterrupted operations.
- Gather all information from the Customer Service Department and Customer Airlines to maintain the updated information on Menus and Loading Plans, as well as place orders for tray setting dry Food and beverage items.
- Coordinate with equipment stores and communicate the requirements to relevant customer airlines.
- Analyze customer complaints and develop action plans to eradicate repetitive airline compliance.
- Ensure the temperature and the serviceability of cold rooms, freezers, trucks and vans are at standardized levels.
- Perform general briefings and update the Duty Managers and staff daily.
- Ensure the Duty Managers and Supervisors perform hygiene audits on employees during briefing and ensure that staff are adhering to the company policies.
- Monitor that staff follow up with all checklists at Catering Control Unit, Airline Equipment Section and Administration and same been submitted through FCOS on shift basis.
- Monitor, organize and control all Ware-washing activities and take necessary steps to control chemicals and cleaning material.
- Preparation of customer airlines' inventory schedule and ensure the float stock counting is performed on the right date, while maintaining the accuracy of counting.
- Verification of inventories before submission.
- On-time Inventory submission.
- Respond to all customer airline queries with regards to inventories submitted.
- Monitor Airline Equipment Handling at Operations and managing breakages, excess and shortages. Ensure all required equipment is available in sufficient stocks to set up flights.
- Administer the operations of HR system for staff attendance.
- Frequently check the Customer Airline portals and ensure to communicate the updates and notifications among the staff effectively.
- Administration of Operations Division's software applications (i.e.: Cloud|FCOS and Paxcom) and ensure that all information is up to date, whilst proposing and implementing modifications to enhance the effectiveness of the systems.
- Following up Departmental Audits and ensuring the staff & procedure adherence to the guidelines of customer airline manuals and other airline guidelines (i.e.: ISO etc.).
- Take necessary actions, liaising with Manager Operations, for rectification of all Audit findings and reverting with feedback reports.
- Effectively monitor the GPS system, and ensure all drivers are adhering to the established speed limits. If there is any violation, take necessary actions.
- Monitor the different processes and analyze the efficiencies and improvement.

Requirements

- Bachelor's Degree in Business Management / Logistics/ MBA / CIMA/ CASL / IT or any other similar qualification.
- 03 years or more experience in Executive Capacity.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent Leadership Skills, Strong Negotiation Skills, Problem Solving Ability and Analytical Skills.
- High Level of IT Literacy including sound knowledge in MS Office, Excel & PowerPoint.
- Sound planning and organizing skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills.
- Ability to work in a fast-paced environment and handle multiple priorities.

Benefits

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

Job Information

Grade
9

Division Name
Operations Division

Date Opened
20/06/2025

Application Closing Date
04/07/2025

Job Type
Full time

Industry
Manufacturing

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450