

## Job Description

To handle the receipt, binning, and issuance of items efficiently and in a timely manner.  
Responsible for the preservation and safe custody of store items.

### Key responsibilities will include:

- Be responsible for receiving, binning and issuing of stock items in timely manner.
- Ensure all data entries are updated in the system in a timely manner.
- Properly file all store-related documents such as GRNs, internal requisitions (I-reqs), and stock records.
- Assist the Stores Officer with random and annual stock verifications to minimize shortages and surpluses.
- Maintain proper housekeeping in the store to ensure easy access to all bins.
- Perform other duties as assigned by the Stores Executive, Supervisor, or Officer.
- Be willing to work additional hours as requested by the Stores Supervisor.

## Requirements

- 6 passes at GCE O/L including a pass for Maths with 4 Credits in one sitting including a credit for English with 2 years of relevant experience.
- OR
- 6 passes at GCE O/L including a pass for Maths & Credit for English in one sitting and full or part professional qualification with 2 years work experience in relevant field.

Age to be not more than 30 years as at 12th July 2025 which is the closing date.

Be a SriLankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of the closing date of the advertisement in the event your application is shortlisted for consideration.

## Job Information

Division Name  
Logistics & Properties

Date Opened  
02/07/2025

Application Closing Date  
12/07/2025

Job Type  
Full time

Industry  
Airline - Aviation

City  
Katunayake

Province  
Western

Country  
Sri Lanka

Postal Code  
11450