



CALTEX

ADMINISTRATIVE ASSISTANT

Chevron Lubricants Lanka PLC, the market leader in the local lubricant industry, an employer of choice and part of the global energy giant – Chevron Corporation, USA., has the following vacancy in its Supply Chain team.

The Job Role:

We are seeking a proactive and detail-oriented Administrative Assistant to support our Supply Chain (SC) operations and general office administration based at our manufacturing plant in Sapugaskanda. The ideal candidate will manage data processing, coordinate logistics, handle confidential documentation, and facilitate communication across departments and external stakeholders.

Key deliverables:

- Oversee general office administration, coordinate with other business units, and manage archiving and confidential documents.
- Manage internal and external visitors to the facility and support event logistics involving SC facilities.
- Own and manage capital expenditure projects related to general office improvements.
- Schedule meetings and handle all related logistics, including facilities bookings, attendee coordination, and preparation of meeting materials.
- Serve as the contract owner for janitorial services, company lease vehicles, and transport scheduling.
- Manage expenditure processing for the Operations Manager, including fuel purchases and sundry expenses.
- Prepare the Monthly Production Report and update SAP systems accordingly.
- Collect and process production incentive data for eligible SC non- executive workforce.
- Liaise with the industrial park and handle regular communications.

Requirements:

- Bachelor's in Business Management, Supply Chain Management, Sciences, Arts and/ a Professional Qualification in any of the above disciplines or in Secretarial Studies.
- 3-5 years of prior experience in a similar office or manufacturing setting.
- Ability to commute to work location in Sapugaskanda conveniently.
- Proven experience in administrative or operations support roles.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office and SAP (preferred).
- Excellent communication and coordination abilities across a team of diverse stakeholders including factory floor employees, contractors and vendors.
- Ability to handle confidential information with discretion.

The position entails a market competitive remuneration package with attractive bonus schemes while offering the suitable candidate an opportunity to work with a giant in the Energy industry.

If the above position interests you, visit **www.chevron.lk** to submit your application on or before **19th September 2025**.

Head of Human Resources

Chevron Lubricants Lanka PLC

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Narahenpita, Colombo 5.

Please visit our Careers page
<https://chevron.lk>