

Job Description

We are seeking a dynamic, enthusiastic, and self-motivated individual of high integrity to join our team as **Assistant Operations Manager – Administration / Inventory**. The ideal candidate will possess strong professional qualifications, a solid work ethic, and exceptional communication skills.

Reporting directly to the Manager Operations, the successful candidate will play a key role in enhancing the efficiency and productivity of the section.

- Monitor inventory and carryout stock reconciliation and maintaining records to ensure uninterrupted operations.
- Collate information from the Customer Service Department and Customer Airlines to maintain the updated data on Menus and Loading Plans, as well as place orders for tray setting dry Food and beverage items.
- Coordinate between stores and customer airlines on equipment requirements.
- Analyze customer feedback to propose and develop improvements and to ensure standard compliance.
- Ensure the temperature and the serviceability of cold rooms, freezers, trucks and vans are at standardized levels.
- Ensure the Duty Managers and Supervisors perform hygiene audits on employees during briefing and ensure that staff are adhering to the company policies.
- Monitor to ensure 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 for effective use of chemicals and cleaning material.
- Preparation of customer airlines' inventory schedule and ensure the float stock counting is performed as per schedule while maintaining the accuracy.
- 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.
- 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) to ensure that all information is up to date, whilst proposing and implementing modifications to enhance the effectiveness of the systems.
- 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 procedures. If there is any violation, take necessary actions.

Requirements

- Bachelor's or a Master's Degree in Business Management, Logistics ,IT or a Full professional qualification as CIMA, ACCA, CASL or equivalent With 3 years of experience in Executive capacity.

Benefits

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

Job Information

Grade	9
Division Name	Operations Division
Date Opened	11/09/2025
Application Closing Date	25/09/2025
Job Type	Full time
Industry	Manufacturing
City	Katunayake
Province	Western Province
Country	Sri Lanka
Postal Code	11450