

Job Description

We are seeking a dynamic, enthusiastic, and self-motivated individual of high potential to work alongside industry professionals as an **Interns**. The ideal candidate will possess a strong academic background, good communication skills and enthusiasm to learn and grow personally and professionally.

Scope

- Learn and understand the functions of the Dispatch Department
- Assist in preparing and arranging food and beverage items according to flight catering orders and loading plans.
- Coordinate with production and stores teams to ensure timely availability of required items.
- Verify quantities and labeling accuracy before dispatch.
- Support in preparing dispatch notes, delivery schedules, and related documentation.
- Maintain accurate records of items dispatched and returned.
- Update dispatch data in manual or electronic logs as instructed.
- Observe and assist in the loading of goods onto designated vehicles or Hi-loaders.
- Ensure items are handled safely and hygienically during transfer.
- Help in checking vehicle dispatch readiness (e.g., seals, temperature logs, etc.).
- Liaise with the Flight Operations, Production, and Stores teams to ensure smooth dispatch flow.
- Communicate promptly any discrepancies or delays to supervisors.
- Adhere to company food safety, hygiene, and security standards (HACCP/GMP practices).
- Maintain cleanliness and orderliness in the dispatch area.
- Follow safety procedures when handling trolleys, containers, and other equipment.

Requirements

- Successfully completed G.C.E. (O/L) with six passes including English and Mathematics, and 3 passes at G.C.E. (A/L).
- Following or completed a Certificate/Diploma in Logistics, Supply Chain Management, Transport Management, or Operations Management from a recognized institution will be an added advantage.
- Good command of English and Sinhala, both written and verbal.
- Basic computer literacy, particularly in MS Excel and data entry applications.
- Strong sense of responsibility, punctuality, and attention to detail
- Demonstrated ability to maintain a polite, professional, and positive attitude in the workplace.
- Adaptable team player with a supportive and engaging approach to work.
- Willingness and ability to work night shifts.

Job Information

Division Name
Dispatch Department

Date Opened
29/10/2025

Application Closing Date
12/11/2025

Job Type
Full time

Industry
Catering

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450