

As the largest state-owned retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking a talented individual to join the Lanka Sathosa Ltd family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

## 1. AREA MANAGER (ALL ISLAND)

**Job Role**

- Drive sales growth across the assigned region by establishing performance targets, closely monitoring sales activities and implementing effective strategies to enhance revenue and profitability.
- Manage outlet network development by overseeing new store openings, closures, relocations, and expansion projects in line with organizational strategy, regulatory compliance, and cost-effective execution.
- Lead, coach, and develop outlet Managers and outlet teams, promoting a high-performance culture, service excellence, and continuous professional development.
- Ensure the consistent delivery of superior customer service standards across all outlets by proactively addressing customer concerns and resolving issues in a timely and professional manner.
- Exercise sound financial management by monitoring budget utilization, controlling operational expenses, and optimizing resources to achieve financial objectives, including minimizing waste and reducing overtime costs.
- Conduct regular analysis of market trends, competitor activities, and customer behavior to refine business strategies, strengthen outlet performance, and support the expansion of market share.

**Qualifications**  
**For External Candidates (1 or 2 Below):**

1. Bachelor's Degree in Business Administration / Business Management / Public Administration / Economics or Commerce which is recognized by the U.G.C.
2. Completed an intermediate certificate of a recognised professional Chartered Institute relevant to the post.

**For Internal Candidates (I, II or III below):**

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of 5 years satisfactory service in a post of MA - 4 / MA - 3 Category in the subject area relevant to the post.
- III. Completion of five (05) years satisfactory service in a post of MA 1-2 Grade II Category in the subject area relevant to the post.

**Age :** Should be not less than 22 years and not more than 45 years.  
**Salary Code & Scale :** (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/= )  
**Salary & Other Allowance 2026 :** Basic Salary: 65,633.00, Cost of Living: 17,800.00, Travelling Allowance: Max. 50,000.00 (Reimburse Basis), Area Manager Allowance: 5000.00  
**Nature of Appointment :** Permanent Basis with entitlement to EPF and ETF.

## 2. SHOP IN-CHARGE (ALL ISLAND)

**Job Role**

- Assume overall responsibility for the outlet, ensuring the achievement of sales targets, profitability objectives, operational excellence, and customer satisfaction.
- Serve as the designated stockholder of the outlet, ensuring stock accuracy, optimal inventory levels, proper storage practices, FIFO implementation, and minimization of stock losses.
- Ensure a clean, organized, and customer-friendly environment while maintaining smooth day-to-day outlet operations and service standards.
- Maintain compliance with company policies and procedures, safeguard company assets, manage cash operations, and ensure timely and accurate reporting.
- Supervise, coach, and develop employees, ensure discipline and productivity, evaluate performance, and foster a high-performing team culture.

**Qualifications**  
**For External Candidates (1 or 2 Below):**

1. Bachelor's Degree in Business Administration/ Management / Public Administration / Commerce with appropriate subject combinations which is recognized by the U.G.C.
2. Having passed the intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

**For Internal Candidates (1 or II or III below):**

- I. Having obtained the qualifications required by the external candidates above.
- II. Completion of 3 years satisfactory service in a post of Assistant Shop Manager / Assistant Shop In Charge (MA - 3) Category in the subject area relevant to the post.
- III. Completion of 10 years satisfactory service in a post of Senior Sales Assistant (MA 1-2) Category in the subject area relevant to the post.

**Age :** Should be not less than 22 years and not more than 45 years.  
**Salary Code & Scale :** (Salary Code MA 4-2025 and Salary Scale Rs. (64,320/= - 10 x Rs.1, 360/= - 15 x Rs.1, 670/= - 5 x Rs.2, 040/= - Rs.113, 170/= )  
**Salary & Other Allowance 2026 :** Basic Salary: 58,598.00, Cost of Living: 17,800.00,  
**Nature of Appointment :** Permanent Basis with entitlement to EPF and ETF.

## 3. SENIOR SALES ASSISTANT (ALL ISLAND)

**Job Role**

- Support the Outlet Leader in achieving sales targets, profitability, and smooth daily operations while ensuring high standards of customer service.
- Take assigned responsibility for stockholding, ensuring proper receipt, storage, display, FIFO practice, stock accuracy, and control of wastage, damages, and expiries.
- Assist in daily cash handling activities, including billing support, cash reconciliation, and adherence to secure cash management and banking procedures.
- Maintain a clean, organized, and customer-friendly outlet environment while promptly addressing customer needs and ensuring service quality.
- Support supervision of junior staff, assist in shift coordination, ensure discipline and compliance with procedures, and contribute to efficient outlet operations.

**Qualifications**  
**External Candidates : (1 Below)**

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Subjects of Sinhala/Tamil and Mathematics **And** having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.

**For Internal Candidates: (I or II below)**

- I. Having obtained the qualifications required by the external candidates above.
- II. Having passed the G.C.E. (O/L) examination in six (06) subjects with Credit passes for four (04) subjects, including subjects of Sinhala / Tamil and Mathematics **And** having completed a minimum of five (05) years satisfactory service in a permanent post under the Primary Level employee category.

**Age :** Should be not less than 18 years and not more than 45 years.  
**Salary Code & Scale :** (Salary Code MA 1-2 - 2025 and Salary Scale Rs.(46,220/= - 10 x Rs.540/= - 7x Rs.630/= - 12x Rs.1,080/= - 12 x Rs.1,280/= - Rs. 84,350/= )  
**Salary & Other Allowance 2026 :** Basic Salary: 43,312.00 and Cost of Living: 17,800.00  
**Nature of Appointment :** Permanent Basis with entitlement to EPF and ETF.

## 4. SALES ASSISTANT (ALL ISLAND)

**Job Role**

- Carry out daily outlet activities, including product display, replenishment, cleanliness, and maintaining an organized and customer-friendly environment.
- Perform billing, cash collection, issuing receipts, and ensure accurate and secure cash handling in line with procedures.
- Assist customers with product inquiries and purchases, ensuring efficient service and a positive customer experience.
- Assist in receiving, arranging, and rotating stock under FIFO principles while reporting shortages, damages, or expiries to supervisors.
- Comply with outlet policies, safety standards, and operational guidelines while maintaining punctuality, teamwork, and discipline.

**Qualifications**  
**External Candidates: (1 or 2 below)**

1. Having passed 06 subjects including Mathematics, English and Mother Language in G.C.E. (O/L) Examination.
2. Having obtained proficiency certificate not below than the National Vocational Qualification Level 2, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission relevant to each post.

**For Internal Candidates: (I or II below)**

- I. Having obtained the qualifications required by the external candidates above.
- II. Employees in Unskilled Level who have completed a minimum of five (05) years working experience in the relevant field with Skills not below than the National Vocational Qualification Level 2, Proven at a trade test.

**Age :** Should be not less than 18 years and not more than 45 years.  
**Salary Code & Scale:** (Salary Code PL -2 2025 and Salary Scale Rs.(42,300/= - 10 x Rs.490/= - 10x Rs.540/= - 10x Rs.590/= - 12 x Rs.630/= - Rs. 66,060/= )  
**Salary & Other Allowance 2026 :** Basic Salary: 40,008.00, Cost of Living: 17,800.00  
**Nature of Appointment :** Permanent Basis with entitlement to EPF and ETF.

**THE IDEAL CANDIDATES SHOULD ALSO :**

- Have experience in relevant field (in Retail Business) in the similar capacity.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.
- A proven ability to lead and direct multi-disciplinary teams.

**EVERY APPLICANT :**

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Candidates who possess the required qualifications, experience, and competencies are invited to submit their Curriculum Vitae, together with copies of relevant educational and professional certificates, either under registered cover or via email on or before 11th July 2026. Applications should be addressed to the **Deputy General Manager – Human Resources & Administration, Lanka Sathosa Ltd, No 27, 4th Floor, CWE Secretariat Building, Vauxhall Street, Colombo 02** or forwarded via email to [vacancies@lankasathosa.org](mailto:vacancies@lankasathosa.org) within the stipulated deadline.

**Chairman**  
**Lanka Sathosa Limited,**  
**No.27, CWE Secretariat Building, Vauxhall Street, Colombo 02.**