

Job Description

The Jobholder will be responsible for Verification of Stock items of all Engineering Warehouses in an appropriate manner to identify the any possible Discrepancies and thereby take corrective actions to correct/adjust the Records of Enterprise Resource Planning (ERP) system, respective Financial Records and take suitable actions to arrest any inconsistencies in the warehouse operations, prevent pilferage, fraud, theft, etc. Job Holders also expect to remove all Shelf-Life Expired items from all warehouse networks and expect to maintain the recommended level conditions (temperature/humidity etc.) to meet the guidelines of associated Standard Operating Procedure (SOP), Engineering Procedure Manual (EPM) & Maintenance Organization Exposition (MOE) and other associated Regulatory Requirements.

Job Accountabilities

- Verification of Engineering Spares (Expendable/Consumables) and subsequent Reconciliations/Adjustments in the ERP system as per set Policies and Procedures IAW Engineering Procedure Manual / Company Procurement Manual and other associated manuals under the guidance of Officer / Supervisor.
- Verification of Engineering Spares (Rotable and Repairable) and subsequent Reconciliations/adjustments in the ERP system under the supervision of Office/Supervisor as per set policies and procedures in accordance with Engineering Procedure Manual, Company Procurement Manual and other associated Manuals.
- Removal of all Time Expired items from all Engineering Warehouse Networks in a timely manner to avoid issuances of time expired items to Aircraft Maintenance Sections and ensure higher level of Compliance with the set Standards & Procedures of the Engineering Division.
- Assist in carrying out Unscheduled Verification Exercises to meet the expectations of process customers within a fair time frame to meet their expectations.
- Assist in generating the required Management Information and forward such reports to respective Authorities and Stakeholders to meet their expectations.
- Assist in managing Key Projects assigned by the Management to meet the expectations of respective process Customers.
- Safe Record Keeping of all associated Documents and retrieving such documents if any need arises due to External/Internal Audit queries, Management queries, etc.
- Assist in responding to all Queries originated by Civil Aviation Authority of Sri Lanka (CAASL), The European Aviation Safety Agency (EASA), Internal/External Audit Department, Finance Department, other Regulatory Authorities, etc.

Requirements

6 passes at GCE O/L with 4 Credits in one sitting including a credit for English

Preference will be given to candidates holding a valid Diploma or equivalent qualification in Aviation Warehouse & Inventory Operations and Supply Chain Management, with proficiency in Information Technology.

Be a Sri Lankan citizen

Upper age limit: **29 years of age as of 21st September 2026** which is the closing date.

Employment will be offered on fixed term contract.

We are an equal opportunity organization.

Influencing will be a reflection of unsuitability.

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

Job Information

Division Name
Engineering

Date Opened
11/09/2026

Application Closing Date
21/09/2026

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450