



RICHARD PIERIS & COMPANY PLC

Richard Pieris Group is a highly market driven technology oriented diverse conglomerate engaged in a wide spectrum of businesses including Plantations, Retail, manufacturing of Rubber and Plastic based products, Tyre, Construction, Financial and other services. We believe in attracting and retaining the best talent to ensure continuous growth of our business ventures.

To support the expansion initiatives we are sourcing,

Back Office Executive- Super Center -Wattala

The selected candidate will be responsible for,

- Maintain and manage the overall ambience level at the Back office Stores & receiving area.
- Fully responsible for the stores receiving operation & make sure the stocks are receiving according to the company procedures and standard.
- Carry out outlet manager's direction and commands and covering the duty managers shift when requires.
- Maintain good documentation standards (GRN/RON/GTN) and GRN files to be submitted to finance within the set time lines.
- Contribution towards to achieve supercenter sales budget & controlling controllable overheads.
- Ensure to maintain proper inventory standards of receiving, storing & issuing.
- Maintain insurance guidelines.
- Ensure accuracy of receiving process & GRN process.

The ideal candidate should possess:

- Diploma or degree in Business Management/ Stores Management.
- 2 years' experience in retail industry.
- People management skills.
- Knowledge on stores operations & supplier management.
- Physical fitness.
- Good communication & IT skills.

**An attractive remuneration package awaits the right candidate
If you are the best fit for this position, send your CV with the job title in the
subject heading within 7 days of this advertisement to,
careers@arpico.com**

Head of Group Human Resources,
Richard Pieris & Company PLC,
310, High Level Road, Nawinna, Maharagama

90 YEARS OF TRUST & STABILITY