



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,

EXPORT DOCUMENTATION ASSISTANT

The selected candidate will be responsible for,

- Preparation of BL drafts /VGM /Tracking sheets.
- Opening export jobs and sending pre alerts.
- Coordinating with the factories and shipping lines.
- Tracking of shipments and follow up for POD etc.
- Preparation of cost sheets and other reports as and when requested.

The ideal candidate should possess:

- Be below 35 years of age
- Any qualification relevance to shipping & Logistics /freight forwarding and Multimodal transportation fields will be a distinct advantage
- Possess at least a minimum of 1 -2 year experience in import export documentation field and preference will be given to those who have previous experience and the exposure in the import / export & freight forwarding field.
- Good oral and written communication skills in English and Sinhala.
- Good knowledge in Microsoft packages. (MS word and MS Excel)

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