

Samarasinghe Motor Stores (Pvt).Ltd

# POST OF Import Assistant

JOIN OUR TEAM



We are a leading motor spare parts Importers & Distributors, looking for a Import Assistant who has a sound knowledge of System Invoicing.

### **Selected candidate shall be required to:-**

- Liaise with the sales and other internal departments in planning and order/supply process of required items to be imported.
- Prepare necessary documents, forms etc in accordance with the import system & procedures.
- Coordinate with the foreign suppliers, Government agencies, service providers and other external parties to ensure smooth operation of the business.
- Perform other related duties as assigned.

### **Applicant Should :-**

- Have G.C.E. A/L qualification.
- Have a fair knowledge in English language.
- Be a male below 30 years of age and be permanent resident within 30 km from above location.
- Have a willingness to work long hours with a high sense of commitment.

Part qualification in logistic management or supply chain management / an experience in similar nature of Job will be an added advantage.

An attractive remuneration will be offered to the right candidate.

If the above position is of interest to you, please forward a detailed resume with contact details of two non-related referees to reach us within ten days of this advertisement.

**APPLY NOW** >

[www.samarasinghemotorstores.lk](http://www.samarasinghemotorstores.lk)



Send your resume at:  
077 222 0678 Whatsapp  
[samarasinghe115@gmail.com](mailto:samarasinghe115@gmail.com)