

Engineered for Growth

Are you the Right Person?

Join Our Team

We, at Browns Engineering & Construction (Pvt) Ltd., and as a subsidiary company of the LOLC and Browns Groups have been at the forefront of the construction and telecommunication industries for the past five years. Since inception, our commitment to excellence, extensive research and development and state-of-the-art technology have enabled us to deliver comprehensive, end-to-end solutions that meet the highest standards, both locally and internationally; from large-scale water supply and distribution projects, to construction of water treatment plants and diverse civil engineering schemes such as concrete and asphalt road construction, along with the building of telecommunication towers across Sri Lanka and overseas. With this, we are looking for a self-motivated, result-driven individual with a proven track record to join Browns Engineering & Construction

Senior Manager -Administration

Your responsibilities will include:

- **General Office Administration:** managing day-to-day administrative tasks, including office management, Human Resources support and compliance with organizational policies
- **Warehousing:** Overseeing Inventory Management, Storage Solution, and distribution logistics to ensure efficient handling of material and products
- **Transport:** Managing transportation logistics, fleet management and coordination of deliveries to optimize our supply chain operations
- Maintaining all regional office rentals payments and agreements arrangements
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadlines.
- Oversee facilities services, maintenance activities and tradespersons
- Keep abreast with all organizational changes and business developments

Requirements:

- BSc/BA in business administration or relative field
- Proven experience as administration manager
- Proficient in MS Office
- In-depth understanding of office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- An analytical mind with problem-solving skills
- Excellent communication & presentation skills.
- A team player with leadership skills.

Interested candidates, please forward soft copies of CV with details of two non-relevant referees within 10 days of this advertisement. Mention the position applied for on the subject line.

Browns Engineering & Construction (Pvt) Ltd

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