

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

HAYLEYS ADVANTIS LIMITED

Hayleys Advantis Group, the transportation, logistics and aviation arm of Hayleys PLC with over 60 years of industry presence, is a pioneer in providing end-to-end logistics solutions, representing some of the World's foremost shipping lines, freight forwarders and the largest air express transportation company. The Group also represents some of the world's leading passenger and cargo airlines and specializes in travel agency services. Today Advantis controls a truly international network offering and is fast becoming the undisputed leader in the areas of integrated logistics, freight management, marine services, terminals & engineering operations, airport services, aviation supply services, outbound travel services and other travel related services.

IML DELIVERY SYSTEMS (PVT) LTD

IML Delivery Systems (Pvt) Ltd (Citypak) is a subsidiary of the Hayleys Advantis Group. We are a company offering island wide domestic delivery solutions.

We are looking for candidates who are energetic, hardworking and result oriented for the below vacancies:

Team Lead - Documentation (Colombo)

Job Responsibilities

- Upload prepared documents to the internal system and update records accordingly.
- Maintain and update the pending document submission list for management.
- Coordinate with internal teams on incorporation documentation
- Prepare, review, and verify merchant – related documents
- Maintain databases and ensure accurate documentation status updates

Candidate Profile

- A minimum of 03 passes at GCE Advanced Level.
- Good communication skills in English and Sinhala.
- Computer literacy with knowledge of MS office packages.
- Experience in a courier company or last-mile delivery will be an added advantage.
- Colombo -14 (Ingurukade) Suburbs are preferred.

If you think you have what it takes to be successful in this challenging role, **please send your CV to vacancy@citypak.lk** . Please mention the name of the position on the subject line of the email.

Hayleys is an Equal Opportunity Employer

