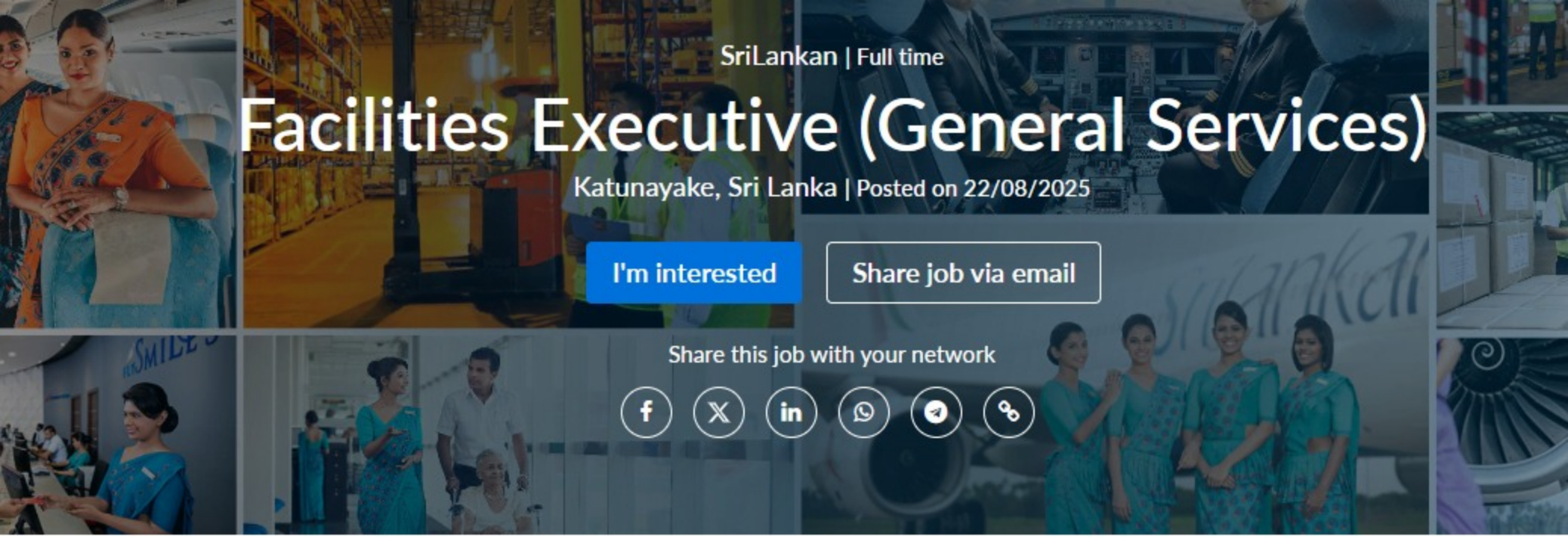




SriLankan | Full time

Facilities Executive (General Services)

Katunayake, Sri Lanka | Posted on 22/08/2025

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Job Description

To lead, oversee, and execute facility services related to housekeeping at all SriLankan Airlines premises (Katunayake, Colombo, Mattala, Kandy, and Galle) ensuring a safe, hygienic, and conducive work environment for staff.

Key responsibilities will include:

- Ensure the availability of housekeeping, janitorial, and gardening maintenance personnel in their respective roles. Collect attendance data from direct staff, review and tabulate it daily for month-end processing.
- Monitor service levels through daily site visits, review reports, and take prompt action as required. Implement checklists and techniques to enhance the effectiveness of third-party service providers.
- Ensure full compliance with Central Environmental Authority and Health Sector regulations, maintaining zero audit findings for the company.
- Oversee aircraft garbage incineration, general waste disposal, sanitary bin services, termite treatment, wasp hive removal, and office relocation, ensuring all tasks are carried out in a timely manner without disruptions to business operations and in adherence to quotation procedures.
- Review all invoices against staff attendance, service levels, service quality, and materials and equipment provided. Certify the accuracy of quantities, rates, and amounts for payment, ensuring zero errors and full compliance with the approved budget to prevent any negative variances in departmental cost tracking.
- Optimize resource utilization to maximize productivity and minimize costs within budgetary provisions for departmental relocations, festive decorations, landscaping, and other ad-hoc company activities.
- Address all housekeeping-related staff requirements daily, from senior management (SMT) to graded staff, ensuring responsiveness and attentiveness.
- Monitor PWRs, ensuring 95% completion within the stipulated time frame to maintain high customer satisfaction.
- Consolidate departmental general service requirements and prepare the annual operational budget(approximately 100M), ensuring effective budgetary control through continuous monitoring while accommodating ad-hoc needs.
- Identify and manage both short- and long-term strategies for addressing housekeeping challenges beyond the job holder's purview, effectively escalating matters to the relevant departmental hierarchy for necessary improvements.
- Manage the direct workforce while providing leadership and support to subordinate staff. Handle administrative matters, performance appraisals, job descriptions, training, and periodic team meetings to address issues and implement solutions.
- Oversee the efficient deployment of approximately 150 third-party workforce members.

Requirements

- Bachelors Degree in Facility Management or equivalent bachelors degree with 2 years of work experience in managing and maintaining facilities.

Age to be not more than 35 years as at 01st September 2025 which is the closing date.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name
Logistics & Properties

Date Opened
22/08/2025

Application Closing Date
01/09/2025

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450