

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 vacancy:

Branch In Charge (Mount Lavinia)

Job Responsibilities

- Meet Delivery and Pick-up Promise; follow agreed processes with continuous improvement.
- Achieve branch sales targets.
- Monitor aging packages closely and ensure immediate completion.
- Ensure proper scanning and traceability of packages.
- Manage all returns and merchant acknowledgements.
- Control costs; check all branch-related expenses properly.
- Monitor cash sales and Cash on Delivery proceeds collection.

Candidate Profile

- A minimum of 03 passes at the GCE A/L examination.
- Any related degree or professional qualification.
- Computer literacy with knowledge of MS office packages.
- Minimum 01 to 02 years of related experience.
- Good communication skills in English and Sinhala.
- Experience in a courier company or last-mile delivery will be an added advantage.

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.

