

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

Advantis is a diversified transportation and logistics provider, with over sixty-five years of experience and operations across Bangladesh, India, Indonesia, the Maldives, Myanmar, Singapore, Sri Lanka and Thailand. Backed by the blue-chip multinational conglomerate Hayleys PLC, Advantis is at the forefront of the transportation and logistics industries, providing end-to-end solutions covering Freight Management, Integrated Logistics, Marine and Energy, Projects Logistics, and Travel and Aviation. For more information on Advantis, visit www.advantis.world.

Expelogix (Pvt) Ltd

Junior Executive - Administration

Job Responsibilities

- Effectively answer and direct phone calls to the correct department.
- Greeting visitors warmly and direct them to the appropriate department.
- Receive deliveries; sort and distribute incoming mail and invoices. Arranging Courier deliveries and pickups and maintaining the general office filing system.
- Perform periodic tasks pertain to following in consultation with Advantis HR Representative
- Handling the day-to-day administration related work of the company.
- Involving in the procurement process of the company
- Assisting the Finance and Operations departments as and when required.

Candidate Profile

- Local or London O/L 6 passes with 'C' for Maths and English. (For finance function above qualification with 'A' or 'B' for O/L Maths) AND
- Minimum 2 passes at the GCE A/ Levels OR
- Successfully completion of UGC approved A/L equivalent foundation course with minimum of 1-year relevant experience.
- Fluency in English and computer literate.
- Ability to maintain confidentiality.
- Ability to maintain relationships with wide variety of stakeholders.

If you think you have what it takes to be successful in the above challenging role, please click on the flyer to "**Apply Now**". Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

