



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.

Sharaf Shipping Agency

Junior Executive/Executive - Operations

Job Responsibilities

- Coordinate and Support operational activities related to Shipping agency Functions.
- Manage Operation with Professionalism and efficiency.
- Liaise with principals, port authorities and other Stakeholders to ensure smooth vessel operations.
- Maintain accurate documentation and records in compliance with company with company and regulatory requirements.
- Provide timely updates and reports to overseas Clients.
- Support Internal teams to deliver seamless service.

Candidate Profile

- Minimum of 3 passes at GCE A/L and 6 passes at GCE O/L including "C" passes for Mathematics and English.
- At least 1 years 'of experience in a similar role. Preferably in the Shipping/Logistics/Supply Chain sector.
- A Bachelor's degree recognized by a UGC or a professional qualification in Supply Chain Management will be an added advantage.
- Strong Command of English (both written and spoken).
- Proficiency in MS Office applications and general computer literacy.
- Excellent coordination, organizational and communication skills.
- Ability to work independently as well as part of a team.

If you think you have what it takes to be successful in this challenging role, please email your resume to hrd@sharafshipping.lk. Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.



A World of Opportunity

