



Trainee Administrative Assistant (Imports)

Colombo Dockyard PLC, Sri Lanka's premier shipbuilding and ship-repair facility, invites aspiring professionals to embark on a dynamic career path as a **Trainee Administrative Assistant (Imports)**.

We're looking for energetic, detail-oriented individuals with a passion for operational excellence to become proud members of our Supply Chain Management team.

Required Qualifications:

- **GCE (A/L)** passed, preferably in Commerce, Science and Technology streams.
and
- **GCE (O/L)** with Credit passes in **Sinhala, English, and Mathematics**
- Additional qualifications in **Supply Chain Management** will be a distinct advantage

General Requirements:

- **Age** : Below 30 years
- **Language** : Strong command in English (written, spoken, and comprehension)
- **Attributes** :
 - Highly motivated and energetic
 - Physically fit and able to thrive in demanding environments
 - A collaborative team player with excellent interpersonal skills

Selected candidates will be offered a competitive allowance and additional benefits, along with direct exposure to an international work environment. Those who successfully complete the training will be considered for future employment and long-term career progression.

How to Apply:

Email your detailed resume with contact details of two non-related referees to hrd@cdl.lk by **20th February, 2026**. Please mention "**Trainee Administrative Assistant (Imports)**" in the subject line.

General Manager (Human Resource Development & Administration)

Colombo Dockyard PLC, PO Box. 906, Port of Colombo, Colombo 15.

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