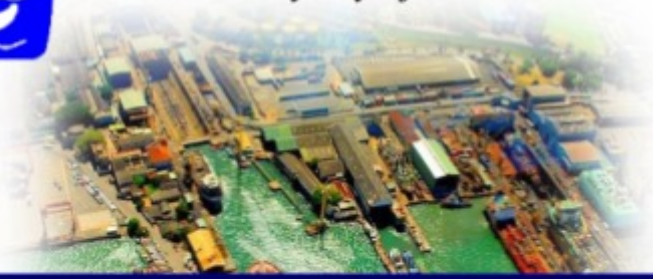




Colombo Dockyard PLC

"...an Odyssey of Excellence"



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.

Email: hrd@cdl.lk

Telephone: 0112429000 (Ext. 2226, 2471)