

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.

MIT Global Solutions

MIT Global Solutions (Pvt) Ltd is the digital solutions arm of Hayleys Advantis Group specializing in the design, development, implementation and support of application solutions for the Logistics Industry. We leverage 20 years of experience in building customized solutions for leading logistics organizations in SL.

Junior Associate - Shipping / Freight Forwarding Operations

Job Responsibilities

- Respond to customer inquiries via phone and email; send accurate cargo arrival notices promptly.
- Finalize inward cargo manifests and coordinate with Main Line Operators for customs reporting.
- Identify special cargo types (e.g., trans shipments, groupage) and notify relevant parties to avoid extra charges.
- Update cargo systems, generate and issue delivery orders upon receipt and verification of required documents or payments.
- Submit cargo details to Sri Lanka Customs and Ports Authority on time to ensure smooth cargo clearance.
- Maintain proper filing of delivery orders, bank guarantees, and related documents.
- Deliver documents/payments to port/customs when required.
- Support additional tasks assigned by management.

Candidate Profile

- Undergraduate or graduate in Supply Chain and Logistics from CINEC, SLIIT, KDU or an equivalent institution.
- Minimum of 6 passes at GCE O/L, including a "C" grade in Mathematics.
- Proficient in MS Office (Excel, Word, PowerPoint) with strong data analysis and reporting skills.
- Ability to manage multiple tasks and meet deadlines while maintaining high levels of accuracy in a fast-paced environment.

If you think you have what it takes to be successful in this challenging role, please email your resume to asteri.hr@asteriglobal.com or please click on "Apply Now". Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

