

VACANCY @ ABANS ELECTRICALS PLC

Officially incorporated in 1981, Abans Electricals PLC is engaged in the manufacturing, Installation and Assembly of household electric and electronic appliances including LG Washing Machines, Refrigerators, Cookers, Freezers, Air Conditioners and Solar Photovoltaic (PV) system. We also provide after-sales services for the products distributed by Abans PLC through their Abans Service SBU.

Currently lookout for result oriented, individual to join with us in the below mentioned



ASSISTANT MANAGER - IMPORTS

Job Roles:

- Manage the movement of products /equipment /materials in and /or out of the country in accordance with organizational policy and procedure, and to comply with local, country and international law and process.
- Manage the necessary documentation and online forms for the efficient ,cost- effective and lawful execution of import / export activities
- Co- ordinate with Inventory control, Finance and Marketing Departments in preparing import order forecasts and communicate same to relevant suppliers
- Negotiate with insurance Companies /Freight forwarding agents /Transport Companies to obtain the best rates
- Interact with Production, Stores, Marketing and Finance Departments to provide the information on delivery & product to be delivered.
- Process and execute product /part replacements/claims against quality issues and shipment discrepancies.
- Interact with wharf Department on Customs clearance process
- Liaison with regulatory bodies.

THE IDEAL CANDIDATE SHOULD POSSESS

- a bachelor's degree from a recognized university, specialized in supply chain management
- Good communication skills in Both English and Sinhala
- Minimum Two years work experience in the Imports and Exports related industry
- A working knowledge in MS Office is must

Attractive remuneration package will be provided depend on your qualification and the experience.

Working hours: Monday to Friday – 8.30 am to 5.00pm & Saturday -8.30am to 1.30 pm

If you're confident that you're the one we are looking for, kindly forward us your latest CV.

Assistant Manager -HR
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