



SENIOR ADMINISTRATIVE ASSISTANT

Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications & ethics for the post of Senior Administrative Assistant. The successful candidate will report to Manager – Airport Restaurant, Lounges & Transit Hotel and be responsible for tasks optimizing the productivity of the company.

KEY RESPONSIBILITIES INCLUDE:

- Handling the Time Attendance System, monthly time cards of Restaurant, staff, overtime details, ISO, etc.
- Plan the business promotions in collaboration with the management pertaining to the services and products provided by the Restaurant.
- Assist to reduce the costs and wastages at the Restaurant and Lounges.
- Placing meal orders through the In-flair for Lounges and Vanilla Pod.
- Set department Action Plans with clear deadlines.
- Analyze departmental revenue/employment data and generate a backup plan.
- Update Overtime and sales on a weekly basis and submit the reports to the Divisional Manager.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Minimum 06 years' or more Experience in similar field.
- A Degree / Advanced Diploma (03 years) in Business Management, Business Administration or similar discipline from a recognized university would be an added advantage.
- Full or Part Professional Qualification in the relevant field.
- G.C.E (O/L) qualification with credit passes for English and Mathematics and G.C.E (A/L) qualification.
- High Level of IT Literacy with excellent Knowledge in Microsoft Excel.
- Excellent writing & oral communication skills, negotiation / problem solving skills and analytical skills.
- Sound planning and organizing skills coupled with a methodical approach to work.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to careers@srilankancatering.com including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager

SriLankan Catering Limited

PO: Box: 07

Airline Centre, Bandaranaike International Airport

Katunayake.

Please visit us on www.srilankancatering.com/careers for more details

