

## **STAFF OFFICER - LOGISTICS**

The overall purpose of the job is to provide day-to-day administrative assistance to the logistics and Administration division of the Bank. Responsible for organizing and submitting orders to vendors, and handling order processing communications/requests. Preparation and follow-up documents according to the Procurement guidelines issued. This position will also be responsible for inventory management.

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## **QUALIFICATIONS**

A Bachelor's Degree in Supply Chain Management, Logistics, Business Administration or any equivalent qualification from a UGC recognized university/institution.

Diploma in Government Procurement would be distinct advantage.

## **EXPERIENCE**

03 years of executive experience in supply chain operations/logistics in a reputed organization. Experience in logistics in a Financial Institute would be a definite advantage. The candidate should have good oral & written communication, problem-solving skills and interpersonal skills to work independently and handle multiple projects while leading and managing staff. Knowledge in the Government Procurement process would be distinct advantage.

## **REMUNERATION**

Salary Scale: Rs. 90,645 - 1,220 x 20 - 115,045/-per month together with the Bank approved allowances (Cost of Living, Rent & 10% Allowance). Total monthly gross salary would be Rs.189,800/- approximately).

**Age:** Not more than 40 years (The age limit will not however apply to those already employed in a state sector organization)

**Method of Selection** - Selection by an Interview as per the recruitment policy and procedure of the bank.

**Closing Date for Applications -20.04.2025**

## **How to Apply**

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/ Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via the below email address. All applications will be treated in strict confidential and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/ or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive. **Applications should only be sent via [careers@smib.lk](mailto:careers@smib.lk).**