



Ceylon Petroleum Storage Terminals Limited

Kolonnawa

V A C A N C Y

We are a common user facility establishment for storage and distribution of all bulk petroleum products in the country
Applications are invited for the following post in our Organization.

MANAGER (STORES)

(Grade A-3)

Qualifications required

1. Bachelor's Degree in the relevant field obtained from a UGC accepted University with a minimum of ten (10) years post Degree experience in the relevant/related field including a minimum of five (05) years at the capacity of a Senior or Middle Level Manager at a well-established Commercial Enterprise.
AND
2. Master's Degree in Management, Business Administration or in a directly relevant field with certified attests for the professional exposure in the relevant or related field.

In addition, the prospective applicant should have thorough working knowledge and experience in the following:-

- Working in the capacity as a Manager of a Store with a minimum of 450 Million in stock (including vehicle spare parts) in a Government/Semi Government or large scale Commercial Establishment.
- Represent Technical Evaluation Committees, board of Surveys and Disciplinary Committees.
- Fluent in English and should have the computer literacy.
- **Thorough Knowledge in ERP/SAP System and full exposure in handling Material Management (MM) Module is a must.**

Age limit : Below 45 years

Salary Scale : Rs. 188,475 – 5 x 2,735 : 10 x 3,385 – 236,000/-

Responsibilities of the post

- Hold overall responsibilities of supplying material, spare parts, equipment and services to the user functions in right time, right quality and right quantity by reordering, receiving storing and stock controlling of material within budgets for enable to ensure smooth and uninterrupted storing and distribution of fuel in the country
- Supervision of duties of Stores Executives and conduct regular meetings with stores management and store keepers. Ensure the procedures are followed in material management activities and employee administration.
- Stocks are maintained in optimum level to minimize working capital is ties up in stock.
- Preservation of stocks/control waste and obsolescence of stocks.
- Assisting in preparing Procurement Plan of the organization.
- Liaise with external organizations, vendors in material management activities.
- Supervision of administration of the function. Performance evaluation of Stores Officers.
- Ensure used equipment, items are repaired/reconditioned and issued to user functions.
- Conduct Board of Surveys. Disposal of unserviceable items in environments friendly manner and earn sales income to the organization.
- Operate Stores Function within budgets and lead the function to a profit centre.
- Perform as a service provider to all the Functions in CPSTL. Liaise with line managers, DGMS and higher management in functional requirements.
- Ensure safety of employees in the Function.

Fringe Benefits:

- **Allowances: fuel, meal, terminal and attendance incentive etc.,**
- **Two months annual bonus & one month medical bonus**
- **Medical Insurance Cover**
- **Loan facilities**

The Company will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10% for the same. The Company will also contribute 3% of the salary towards the ETF. Selected candidate will be placed on probation for a period of three years from the date of assumption of duties.

Please email your CV along with the copies of Birth Certificate, Degree Certificate and/or Certificates of experience with names and addresses of two non-related referees to hrm@cpstl.lk to reach the Human Resource Manager on or before 24.05.2021.

Applications which are not comprehensive enough to verify above requirements will be rejected.

Deputy General Manager (Human Resource & Administration)
Ceylon Petroleum Storage Terminals Limited (CPSTL)
Kolonnawa, Wellampitiya.
Tel: 2572307