

Transnational Group of Companies is an international market leader having its presence in Sri Lanka over 30 years and beyond, providing customized value-added solutions scattered throughout Sri Lanka. It is essentially in the business of providing innovative and quality business solutions to our customers. We play a significant role in the banking & finance industry in the Asia Pacific Region. We are diversified into business activities such as Records Management, Mailroom Management, Distribution Management, Supply Chain Management and Cash Management all of which leverages on its core competence of delivering and effective logistical solutions. The Group, its subsidiaries and associate companies currently operate and maintain offices in Singapore, Indonesia, Malaysia, Hong Kong, China, Taiwan and Sri Lanka.

With the rapid growth of our operations, we are looking for a self-motivated, result oriented, ambitious and energetic individual who can meet business deadlines to promote Cash Management services within Financial, Corporate and Retail industries.

Positions are vacant for:

BRANCH EXECUTIVES / SUPERVISOR / SENIOR SUPERVISOR / IN-CHARGE / TRAINEES

We are looking for talented experienced individuals for our branch network island wide. School leavers are also encouraged to apply for this position as trainee supervisors.

KEY RESPONSIBILITIES

- Responsible for the smooth functions of the branch operations.
- Ensure on time accurate and up to date information to the management on daily basis.
- Manage employees and get the productivity from them in order to achieve given targets.
- Supervise employees during the operation and make sure that the task is completed in an effective and efficient manner.
- Be the first contact of point for employees and the customers.
- Make sure the safe working environment by analyzing and understanding the risks.
- Train subordinates to perform their duties according to SOP.

MINIMUM KNOWLEDGE / EXPERIENCE / SKILLS / QUALIFICATIONS

- G C E O/L and A/L.
- Degree, Diploma or professional courses or higher qualification in general management.
- Minimum 2 years of experience in logistics or courier industry.
- Good communication skills (Sinhala /English).
- Must be a good team player.
- Must have good people managing skills.
- Proficiency in computer skills including MS Excel, MS Word.

An attractive remuneration package with fringe benefits awaits the right candidate.

If you are interested in the above position, please forward your detailed CV together with details of two non-related referees to reach us within 7 days from the date of this advertisement indicating the position applied for on the top left-hand corner of the envelope or in the subject column of the email.