



Aitken Spence Power has interests in thermal and renewable power generation including hydro, wind, solar and waste-to-energy in Sri Lanka and overseas. We require the services of a dynamic, result oriented and highly motivated individual to be a part of our team at the Ace Power Embilipitiya Power Plant in the following capacity.

Assistant Manager - Logistics (Embilipitiya)

The ideal candidate should possess a Degree/Diploma in Supply Chain Management or similar qualification from a recognized institute. A minimum of 3 years' experience in a similar capacity is essential for this role. Good command of English (verbal and written), good organizational, problem solving, and analytical skills, basic knowledge of Microsoft Excel and Oracle, ability to work in a team and integrity are key attributes and competencies sought.

Main duties and responsibilities include:

- Maintaining stocks in the main warehouse and storage containers
- Maintaining stock records and equipment inventories in the Oracle System and recording the movement of equipment and spare parts
- Updating the Oracle system on a daily basis to record all Purchase Orders, Goods Received Notes and Material Requisition Notes
- Checking the quantity and quality of deliveries against the Purchase Orders to ensure there are no discrepancies
- Raising Purchase Requisitions in the Oracle system and following up on Purchase Orders raised and goods received
- Preparing stock summaries, spare usage summaries and providing the information to the relevant departments
- Following all plant safety and environmental procedures and guidelines established by the Safety Officer

Apply via Topjobs together with the names of three non-related referees. Please upload your CV with the position applied for and your name. Only short-listed candidates will be notified.