



## DISPATCH CONTROLLER

### 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 and with outstanding communication skills for the post of Dispatch Controller to ensure that meals and other related items are dispatched as per ordered quantity and dispatched quantities are invoiced accurately. The successful candidate will report to the Manager - Finance and be responsible for tasks optimizing the productivity of the company.

### KEY RESPONSIBILITIES INCLUDE:

- Ensure that meals and other related items are dispatched as per the ordered quantities by company's customer including airlines and other customers and other business units such as lounges, canteens, restaurants, laundry, MRIA, Ratmalana Vanilla Pod etc.
- Ensure that the items being dispatched is as per the real time data available on computer systems.
- Meals and other related items which are dispatched are invoiced accurately.
- Dispatch only the required quantities by meal handover unit separately for each airline.
- Ensure that in case of delivery of extra meals by meal handover unit, such items are best utilized through a meal bank maintained by operations division.
- Monitor meal wastages and report to the management and ensure that necessary actions are taken by relevant department.
- Monitor all sub processes from the point of production to the point of dispatch and improve continuously in order to increase the efficiency, productivity and reduce wastages.
- Maintain all necessary documents/reports at the dispatch unit.
- Comply with gate pass policy of the company & procedures of raw material returns to suppliers while overseeing GRN process of the company.
- Maintain/update relevant records including airline menus etc. to carry out checks on meal dispatches.

### PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- 06 years or more experience in the Executive Capacity.
- Having a Bachelor's Degree / MBA in Logistic Management or any other similar discipline from a recognized university.
- Full Professional Qualification in the relevant field would be an added advantage.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- High level of IT literacy to handle day to day activities, prepare reports and carry out analysis.
- Sound planning and organizing skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills

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@srilankacatering.com](mailto:careers@srilankacatering.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.srilankacatering.com/careers](http://www.srilankacatering.com/careers) for more details

