

# BUILD YOUR CAREER WITH CARGILLS BANK

## Executive Logistics Department

### KEY RESPONSIBILITIES

- ✓ Manage office vehicles and hiring of private vehicles
- ✓ Maintain office travel logs, inventory and fuel usage of generator, vehicle, etc.
- ✓ Manage the transportation of goods and materials, ensuring timely delivery and receipt
- ✓ Maintain accurate records of office expenses, logistics activities, and inventories
- ✓ Establish and maintain relationships with suppliers and service providers
- ✓ Track and control expenditures related to office and logistics operations
- ✓ Facilitate communication between different departments and external parties

### EXPERIENCE & QUALIFICATIONS

- ✓ Possess minimum of 1-2 years' of working experience with at least 01 years exposure in a similar capacity
- ✓ Degree /Diploma/Certificate in Business Administration from a recognized University/Institute or equivalent would be a distinct advantage
- ✓ Strong communication skills with high level of negotiation and interpersonal skills
- ✓ Good computer literacy (MS Office)
- ✓ Excellent analytical skills and ability to work under pressure
- ✓ Ability to work long hours/weekends whenever necessary and to travel distance locations
- ✓ Must be a team player with a performance driven and process-oriented mind-set

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) the post applied for, in the subject line of the email on or before **07<sup>th</sup> July 2024**.

**Head of Human Resources**  
**Cargills Bank PLC**  
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