

Job Description

SriLankan Airlines Ltd, the National Carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The Airline has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

The incumbent will mainly be involved in facilitation of the comprehensive monthly performance report generation across all stations to ensure business continuity and informed decision-making. Coordinate with personnel under the purview of the Head of Worldwide Sales & Distribution to maintain uninterrupted operational efficacy within each department. Compilation of both internal and external correspondence reports, including meeting minutes, often dealing with sensitive and confidential information. Acting as the primary contact for evaluating internal and external partnership proposals.

Job Accountabilities:

- Conducting comprehensive reviews, analyses, and interpretations of financial and commercial data to facilitate the decision-making processes of management. Additionally, preparing presentations tailored to the requirements of the Head of Worldwide Sales & Distribution
- Consistent oversight and diligent follow-up on strategic initiatives and projects initiated by Divisions under the purview of the Head of Worldwide Sales & Distribution, in accordance with his directives. Conduct budget meetings of sales cost centers and review in order to assist the Head of Worldwide Sales & Distribution to finalize the divisional operational budget.
- Supervising assigned projects. Given the diverse array of topics managed by the head, the position holder is tasked with overseeing projects of intricate complexity, as well as crafting presentations essential for the requirements of the Head of Worldwide Sales & Distribution.
- Thoroughly examining all Board Papers, Tender papers, Capital Expenditure forms, and any other pertinent documents managed by the department, necessitating the signature of the Head of Worldwide Sales & Distribution, with the aim of minimizing errors and optimizing benefits for the company.
- Supervising the personnel needs, including cadre requirements and other staffing necessities, across departments falling under the purview of the Head of Worldwide Sales & Distribution
- Analyse demand/capacity changes, yield and revenue to facilitate formation of marketing activity, and utilization of budgets allocated in developing revenue plan for the year to achieve assigned targets and update on a regular basis.
- Analysis of Incentive (Performance linked Bonus) proposals for territories and recommendations, Implementation, and monitoring of performance.
- Assume the role of intermediary/Coordinator/Facilitator at the head office with regard to any other matters related to all online stations to enable them to meet specific task objectives and assist and prepare weekly/monthly/adhoc update reports.
- Organize, Plan and Coordinate relevant meetings for the region, to discuss operational/functional matters. Prepare support documents, reports needed for such meetings implement and follow up on decisions taken for respective region.

Requirements

Bachelor's Degree with 2 years work experience in a relevant discipline.

OR

Full professional qualification with 2 years experience in a relevant discipline.

The upper age limit should be 35 years as at the closing date 02nd September 2024.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Department Name
Worldwide Sales & Distribution

Application Closing Date
02/09/2024

Industry
Airline - Aviation

City
Fort

Province
Colombo

Country
Sri Lanka

Postal Code
00100