

SriLankan | Full time

Planning & Costing Assistant

Katunayake, Sri Lanka | Posted on 25/08/2025

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Job Description

- Conduct raw material yield evaluations for new and existing products, record approval forms, and update specifications with accurate yield data.
- Maintain and update raw material yields based on approvals from the TEC committees for tenders and evaluations.
- Ensure recipe and yield accuracy in the ERP system, supporting correct planning, forecasting, and production.
- Run and monitor daily, weekly, and monthly production plans for multiple airlines and outlets, including variance analysis and corrective actions.
- Create, update, and code airline menu grids and recipe specifications in ERP based on customer and production requirements.
- Manage ERP master data for menu development, supply chain planning, costing, pricing, and ensure consistent database updates with approvals.
- Generate material requirement plans in ERP for airline meals, frozen meals (local/export), and various catering units.
- Provide weighted average costs for menus and support costing for UL Cafeterias, lounges, restaurants, and VVIP events.
- Raise purchase requisitions for local/imported raw materials based on production plans and submit with required approvals.
- Coordinate with production teams to regularly update ERP data, optimize production capabilities, and manage tasks based on project timelines.

Requirements

- Passed G.C.E. (A/L) with Full or Part Professional Qualification in Hospitality Management from a reputed institute with 2 years' experience in the relevant field.
OR
- 06 Passes for G.C.E. (O/L) including credit passes for English & Mathematics with 2 years' experience in the relevant field.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Excellent writing and oral communication skills, leadership skills, negotiation/problem solving skills, analytical skills, sound planning and organizing skills coupled with a methodical approach to work.

Benefits

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

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Job Information

Grade
4

Division Name
**Planning & Costing
Department**

Date Opened
25/08/2025

Application Closing Date
08/09/2025

Job Type
Full time

Industry
Manufacturing

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450

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