

Assistant Manager - Warehouse and Distribution

Location: Wadduwa

Key job functions;

- Oversee daily warehouse and distribution operations
- Supervise loading and unloading activities with proper verification of goods
- Ensure accurate inventory management and stock control at bulk storage locations
- Plan and monitor distribution schedules to ensure timely deliveries
- Manage warehouse operational costs and optimize resource utilization
- Handle bulk returns, damages, and reconciliation processes
- Coordinate transport and dispatch operations effectively
- Ensure compliance with health, safety, and security standards
- Supervise and manage both skilled and unskilled warehouse staff
- Maintain accurate documentation, reporting, and system records
- Drive continuous operational improvements

The ideal candidate should have the following prerequisites;

- Degree or Diploma in Supply Chain Management, Logistics, or related field from a recognized institution will be an added advantage
- Minimum 5 years of experience Warehouse & Distribution Operations in a FMCG manufacturing company
- Strong knowledge of inventory control, dispatch management, and warehouse systems
- Strong analytical, problem-solving, and leadership skills
- Excellent communication and reporting abilities

Warehouse Supervisor

Location: Dematagoda

Key job functions;

- Supervise loading and unloading functions
- Issuing of materials to Production Department against the Material Requisition note
- Carry out cycle counts and physical arrangements
- Updating Bin Cards
- Completing System Generated documents (GRN, Blending Journals... etc)
- Arrange Required materials for each blend & supervising of Blending Process
- Ensure that the warehouse is kept clean and organized
- Perform other warehouse functions based on job requirement

The ideal candidate should have the following prerequisites;

- Passes GCE O/L and A/L.
- Certificate/Diploma in Stores Management at ISMM and minimum 02 years' experience in similar capacity will be an added advantage.
- Sound working knowledge on MS Office/ERP Systems.
- Team working, People management and Leadership skills.

Those interested, please forward a complete resume with contact details via e - mail or by post including details and contact numbers of two non - related referees to reach the undersigned within seven days. Please indicate the "Position" in subject heading in your e-mail / top left hand corner of the envelope.

Group Head of Human Resources

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