

# We Are **HIRING**

**LAUGFS Supermarket** is more than a supermarket—it's a brand built on **excellence, convenience, and customer-first service.**

With our **expanding network**, thriving in-house brands **Crimson Bakery & Medz Pharmacy**, and round-the-clock service at selected locations, we are looking for individuals who share our commitment to **growth, dedication, and teamwork.** If you have what it takes, we're ready to welcome you!



## **Warehouse and Logistics Senior Executive/ Executive** **(Central Purchasing Unit - Habarakada)**

### **Key Duties & Responsibilities**

1. Coordinate supplier documentation, including invoice checking, GRN/SRN updates, and return goods follow-up.
2. Maintain outlet-wise operational records, such as scrap collection, pending DOs, and stock return coordination.
3. Handle monthly bill submissions (electricity, water, vehicle, repairs, manpower invoices) to Head Office.
4. Support HR administrative activities, including roster updates, attendance corrections, employee documentation, and manpower coordination.
5. Prepare and submit reports and summaries related to operations, suppliers, and administration in a timely manner.
6. Manage petty cash, including vouchers, records, and monthly reimbursements to Head Office.

### **Key Qualifications & Requirements**

1. Possessed a Diploma / Degree from a recognized University/ Professional Institution in Supply Chain/ Logistics or part qualification in CA Sri Lanka or CIMA.
2. Minimum of 2 to 3 years prior working experience in similar functional capacity.
3. Should be a "go-getter" who strives to work the extra mile
4. Well organized team player with flexibility and adaptability to work in a dynamic environment.
5. Good communication in English and Sinhala, and well conversant with MS Excel and other office packages.
6. Age should be below 35 years.

An attractive remuneration package will be offered based on the required experience and qualifications.

Please forward your resume to [hr.supermarket@laugfs.lk](mailto:hr.supermarket@laugfs.lk) within 10 days of this advertisement, including two non-related referees and by mentioning the applied position in the subject line.

**Send your cv to : [hr.supermarket@laugfs.lk](mailto:hr.supermarket@laugfs.lk)**