

WE ARE

HIRING

Administration & Transport Officer

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for an energetic and result oriented individual to join our team as Administration & Transport Officer.

Key Duties & Responsibilities:

- Manage office supplies & equipment inventory.
- Oversee the maintenance & cleanliness of office premises.
- Coordinate with vendors & service providers for office related needs.
- Plan & coordinate transportation schedules & routes.
- Manage the fleet of company vehicles, ensuring they are well maintained & compliant with regulations.
- Supervise drivers & transportation staff, including scheduling shifts & monitoring performance.
- Maintain accurate records of vehicle inspections, maintenance, & driver logs.
- Ensure compliance with health & safety regulations in the workplace.
- Assist in the preparation of budgets for administrative & transportation activities.

Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university/institution.
- At least two years of work experience after obtaining the educational qualification.
- Excellent analytical & problem-solving skills.
- Proficiency in English (verbal & written).
- Strong communication & interpersonal skills.
- Proficiency in MS Office package.

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to careers@slit.lk clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.