

# Proud Heritage. Committed Responsibility. A track record of Distinction.

The Distilleries Company of Sri Lanka PLC draws from over a century of excellence, driven by passion and committed to perfection. Since emerging as a publicly traded company, DCSL has become synonymous with delighting customers and rewarding stakeholders, while contributing substantially to economic progress.

Today, DCSL is dedicated to working with only the best and brightest, which has led to impressive results in the marketplace. As we continue to grow, we're on the lookout for exceptional individuals who can mirror our passion and match our determination. So that together we may accomplish even greater feats.



DISTILLERIES COMPANY OF SRI LANKA PLC

Head of Human Resources,  
Distilleries Company of Sri Lanka PLC,  
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Our state-of-the-art production facility in Seeduwa seeks a highly organized and motivated Administrative Professional to join our dynamic team. You'll play a critical role in optimizing departmental processes and ensuring a smooth workflow by providing exceptional administrative support.

## EXECUTIVE - ADMINISTRATION

### Responsibilities:

- Maintain meticulous and accurate records and documentation, demonstrating exceptional attention to detail and numerical proficiency.
- Streamline administrative procedures to enhance operational efficiency.
- Provide comprehensive and proactive support to internal departments.

### Qualifications:

- Diploma in Logistics Management or related field from a recognized institution.
- Minimum of five years of experience in similar administrative role.
- Strong proficiency in using office software applications.
- Excellent communication, interpersonal, and organization skills.
- Ability to work independently & collaboratively in a fast-paced environment.
- Superior time management & people management skills

Preference will be given to candidates residing in the close proximity to Seeduwa.

The candidates who meet the above criteria are requested to submit their CV and other relevant details through the link below, indicating names, contact details and the occupation of two non-related referees who are holding or have held responsible positions in a reputed establishment or in their respective field.

If you are a highly organized and motivated individual who thrives in a fast paced environment, we encourage you to apply.

Job Portal Link : <https://dcsljobportal.peopleshr.com/>

Applications must reach through job portal within two weeks of this advertisement. The vacancy will be filled purely on merit and any form of canvassing will result in disqualification.

All applications received will be treated with the highest confidentiality.