



MALIBAN BISCUIT MANUFACTORIES (PVT) LTD

Inspiring goodness...

VACANCY

Maliban Biscuit Manufactories (Pvt) Ltd, is a World Class Producer of quality Biscuits for over half a century with an extensive distribution network and exports to Europe, North America, Middle East and Africa, making Maliban a truly Global Company.

Due to rapid expansion in our operations we are seeking a dynamic, self motivated and result oriented individual to fill the following position immediately.

POSITION AVAILABLE: ASSISTANT WAREHOUSE MANAGER - OUTBOUND OPERATIONS

KEY RESPONSIBILITIES

- Oversee daily warehouse activities, ensure proper product handling and storage, and optimize processes for efficiency and cost reduction.
- Manage stock levels, perform regular counts, update inventory records, and collaborate with production and planning teams for effective stock management.
- Supervise, train, and support warehouse staff, manage schedules and performance, and ensure adherence to safety and operational procedures.
- Ensure compliance with health and safety regulations, conduct safety inspections, and maintain training and incident records.
- Enforce quality standards for product handling and storage, resolve quality issues, and adhere to SOPs.
- Manage order fulfillment, resolve discrepancies, and work with the customer service team to address shipment-related concerns.
- Identify and implement process improvements, utilize best practices and technology, and monitor KPIs for continuous improvement.
- Prepare reports on KPIs, inventory, warehouse activities, and staff performance; maintain documentation and assist in management reporting.

QUALIFICATIONS AND ATTRIBUTES

- Education: Bachelor's degree or equivalent qualification in Logistics, Supply Chain Management, Business Administration, or a related field preferred.
- Experience: Minimum of 5 years of experience in warehouse management or logistics, with at least 1 year in a supervisory role.
- Knowledge: Strong understanding of warehouse operations, inventory management, and food safety regulations.
- Skills: Excellent organizational, leadership, and communication skills. Proficiency in warehouse management systems (WMS) and Microsoft Office Suite.
- Attributes: Strong problem-solving abilities, attention to detail, and the ability to work under pressure.

WHAT WE OFFER

- An attractive remuneration package awaits the right candidate.

How to Apply:

Please forward your updated CV to vacancies@malibangroup.lk along with the names and contact numbers of 2 non-related referees. Please indicate the position you are applying for in the subject line.

Group Head of HR & Admin Manager
MALIBAN BISCUIT MANUFACTORIES (PVT) LTD,
389, Galle Road, Ratmalana.

