



Darley Butler



Darley Butler & Co. Ltd markets some of the most popular FMCG Brands in the Sri Lankan market. With the growth of portfolio of our brands , we are seeking dynamic individual to join our finance team in the following Capacity



EXECUTIVE - TRADE SERVICES

Job responsibilities:

- Efficiently manage and process trade transactions within set timelines.
- Promptly and accurately address all import-related inquiries from banks and suppliers.
- Maintain comprehensive records of all import activities, including customs documentation and compliance certificates.
- Collaborate with banks to ensure smooth execution of import operations.
- Prepare and submit stock and debtor balances to banks according to agreed timelines.
- Support all banking-related activities within the company.
- Arrange insurance policies and maintain adequate records related to insurance covers.

Candidate Profile:

- Possess a Bachelor's Degree in Business Management, Finance, Supply Chain Management, International Business or part qualified in a recognized accountancy body such as CA/ACCA/CIMA
- Minimum 2 years of experience in a similar capacity
- Be proficient in MS Office Package
- Sound communication, interpersonal, presentation skills.
- Ability to work with minimum supervision.
- Experience in the FMCG industry will be an added advantage

Apply with a detailed resume including contact information of two non-related referees within 07 days of this advertisement to careers@darley.lk. Please indicate the position applied in the subject line of the e-mail.

The Head of Human Resources:
Darley Butler & Co. Ltd
No 98, Sri Sangaraja Mw. Colombo 10