



## Career Opportunities at SMIB

SMIB, as the premier housing bank to the Nation, is in the process of restructuring the bank's operation to offer a higher level of customer satisfaction and a wider variety of services. As such, we invite applications from candidates who have demonstrated dynamic leadership roles and make full commitment to achieve business goals with relevant qualifications and experience for the following post.

### **ASSISTANT MANAGER - LOGISTICS**

The overall purpose of the job is to provide day-to-day administrative assistance to the logistics and Administration Division of the Bank. Responsible for organizing and submitting orders to vendors, and handling order processing communications/requests. Preparation and follow-up documents according to the Procurement guidelines issued. This position will also be responsible for inventory management.

#### **Qualifications**

A Bachelor's Degree in Supply Chain Management, Logistics, Business Administration or any equivalent qualification from a UGC recognized university/institution.

#### **Experience**

03 years of executive experience in supply chain operations/logistics in a reputed organization. Experience in logistics in a Bank would be a definite advantage. The candidate should have good communication, problem-solving skills and interpersonal skills to work independently and handle multiple projects while leading and managing staff.

#### **Remuneration**

Salary Scale: Rs.63,185 – 1,270 x 20- 88,585 per month together with the Bank approved allowances.

**Age:** Not more than 40 years (The age limit will not however apply to those already employed in a state sector organization)

#### **General Conditions**

**Method of Selection** - Inviting applications as per the recruitment policy and procedure of the bank.

Selection by an Interview

#### **Other Benefits**

- Provident fund contribution 15% by the employer and 10% by the employee. The bank contributes the ETF
- The annual bonus of two months gross salary
- Housing loans at concessionary rates after confirmation in the service
- Benefits under the bank's medical scheme
- Encashment of unutilized medical leave

**Closing Date for Applications - 19/09/2021**

#### **How to Apply**

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/Professional transcripts and the names, addresses and contact numbers of two professional non-related referees. Post applied for should be indicated on the top left-hand corner of the envelope enclosing the application.

All applications will be treated in strict confidence and any form of canvassing will be regarded as a disqualification. The Bank reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment. The decision of the Board of Directors will be final and conclusive.

Applications should only be sent via [careers@smib.lk](mailto:careers@smib.lk)