

JAYA CONTAINER TERMINALS LTD
(PB 960)

VACANCIES

01. POST : DRIVER (C4 – NT)

QUALIFICATIONS AND EXPERIENCE

- i. Should have studied up to G C E (O/L) Examination
- ii. Should have a valid Driving License for heavy vehicles and light vehicles
- iii. Should have at least 03 years' experience as a Driver with a good record preferably in an established company
- iv. Should have extremely good eye sight.

THE ROLE

- i. To drive heavy and light vehicles including Three Wheelers and Motor cycles of the Company.
- ii. Should have a good knowledge of roads to drive vehicles on roads in Colombo and other parts of the country.
- iii. Should properly maintain vehicles.
- iv. Should have a knowledge of road discipline, Rules and Regulations.
- v. To undergo Medical Tests once in 03 years to pass a fitness as a Driver.

AGE

Should be less than 45 years of age.

SALARY SCALE

Rs.33,680/= – 15 x 220 : Rs.36,980/=

02. POST : MISCELLANEOUS WORKS ASSISTANT - C 6 (N-T)

QUALIFICATIONS

- i. Should have studied up to G C E (O/L) Examination AND
- ii. To have a good physical fitness to attend to all miscellaneous manual work

THE JOB DESCRIPTION

Engaging in various manual works, yard maintenance, carrying pipes and other materials, assisting with civil maintenance, assisting in mechanical engineering, carrying fire extinguishers, lubricants and other minerals. Loading / unloading of barrels containing oil related products from trucks, storage of such barrels / pins, opening / closing of valves as per instructions of superiors and performing other relevant duties assigned by superiors.

AGE

Should be less than 40 years of age.

SALARY SCALE

Rs.32,145 - 15 x 185 : Rs.34,920/=

03. POST : MANAGEMENT ASSISTANT (B3 – NT)

QUALIFICATIONS

Passing of G.C.E (A/L) in three subjects in the new syllabus or Four subjects in the old syllabus (One sitting).

EXPERIENCE

Should have at least 03 years previous experience in a similar position.

THE ROLE

- i. To be with positive attitude, hard working and with the ability to maintain confidentiality at all times
- ii. Ability to draft reports articles etc.
- iii. To manage office communication efficiently and effectively.
- iv. Extend stenographic assistance
- v. To use internet, e-mail, and standard software packages.

AGE

Should be less than 40 years of age

SALARY SCALE (B-3 NT)

Rs.34,750 - 5 x 325 : 10 x 350 – Rs.39,875/=

04. POST : STOREMAN(C –5 NT)

QUALIFICATIONS

Should have passed G C E (O/L) Examination in six subjects

AGE

Should be less than 40 years of age

THE ROLE

- I. To maintain list of all goods/equipment in the stores (main store/tool store) in a computerize system and maintain balances accordingly
- II. Ensure all the goods /equipment are properly maintained in relevant racks, label them and maintain cleanliness of the stores.
- III. Inspect maintenance of all goods/equipment
- IV. Release of all goods/equipment for daily use

SALARY SCALE (C-5)

RS : 32,720 – 15 x 195 : Rs.35,645/=

05. POST : IT ASSISTANT (B –3 NT)

QUALIFICATIONS

1. Passing of G.C.E (A/L) in three subjects in the new syllabus or Four subject in the old syllabus (One sitting).
And
2. Should have completed a Certificate Course in Information Technology
3. Good communication skills in English preferably with IT knowledge

EXPERIENCE

Minimum of 03 year experience from the relevant field in a recognized/reputed institution.

AGE

Should be less than 30 years of age

THE ROLE

- I. Hardware and software system updates
- II. Network and updating the relevant network process.
- III. Update and repair internal computer networking.
- IV. Updating and repairing printers
- V. Any other IT related duties

SALARY SCALE (B-3)

RS : 34,750 – 5 x 325 :10 x 350 - Rs.39,875/=

06. POST : MULTI SKILLED TECHNICIAN (CIVIL) GRADE C - 3(TECHNICAL)

QUALIFICATIONS

Should have passed G C E (O/L) Examination in six subjects including Sinhala/Tamil Language and Mathematics.

The Job Description

Multi skilled Technician (Civil) has to attend to any work in the Civil Engineering field such as Masonry /Carpentry/Painting/Electrical Wiring/Plumbing etc. assigned by the superior officers.

AGE

Should be less than 45 years of age.

SALARY SCALE

Rs. 34,720 – 5 x 295 : 10 x 325 - Rs.39,445/=

07. POST : PERSONAL SECRETARY (A-7)

QUALIFICATIONS

- i. Degree or Passing of G.C.E (A/L) in three subjects in the new syllabus with a minimum of 2 credit passes or Four subjects in the old syllabus (One sitting) with a minimum of 2 credit passes.
- ii. Proficient in MS office applications
- iii. A very good command of the English languages (Spoken and Written).

EXPERIENCE

Minimum Three (03) years experience as a Personal Secretary at a reputed public or private sector institution.

THE ROLE

- i. To be with positive attitude, hard working and with the ability to maintain confidentiality at all times
- ii. Ability to draft reports, letters, etc. and to attend all other Secretarial Work independently.
- iii. To organize, update and maintain diary of meetings.

- iv. To manage office communication efficiently and effectively.
- v. Extend stenographic assistance.
- vi. Follow-up and plan documentation work of meetings.
- vii. To attend to all secretarial and correspondence work.
- viii. To use internet, e-mail, standard software packages.

AGE

Should be less than 40 years of age

SALARY SCALE

Rs.49220 –5 x 625 : 10 X 680 – 59145/-

08. POST : OFFICE AID (C - 5 NT)

QUALIFICATIONS

- i. Should have passed six subjects in G.C.E (O/L) examination
- ii. Proficiency in English will be considered as an additional qualification

EXPERIENCE

Minimum of 03 year experience in a recognized/reputed institution.

SALARY SCALE

Rs.32,720 - 15 X 195 : Rs.35,645/=

AGE

Should be less than 45 years of age.

THE ROLE

- i. To assist office staff in day to day office routine work.
- ii. Attend to office labour work.
- iii. Attend to messenger's work.
- iv. Perform office tasks such as Filing, Photocopying, Fax Machine Operating, Roneo Machine Operating.
- v. To keep the office environment clean.

09. POST : MULTI DUTY OPERATOR (FIRE & SAFETY) C-3 NT

QUALIFICATIONS

- i. Should have passed G C E (O/L) Examination in 06 subjects including Mathematics, Sinhala/Tamil Language and English
- ii. Should have good physic with physical requirements of height 5' 4", Chest 34" (expand) and weight.
- iii. Preference will be given to those with experience in Fire Fighting, First Aid, Electrical wiring and possessing of a heavy vehicle Driving License.

AGE

Should be less than 40 years

SALARY SCALE

Rs.34,065 - 15 x 285 – Rs.38,340/=

10. POST : MULTI – SKILLED TECHNICIAN (MECHANICAL) GRADE C-3 (TECHNICAL)**QUALIFICATIONS :**

- i. Should have passed G.C.E. (O/L) Examination in six subjects including Sinhala/Tamil Language, Mathematics. AND
- ii. Should possess Certificate of National Apprentice (Mechanical) 03 ½ year course conducted by NAB/ NAITA/ or equivalent qualifications of a recognized Technical Institution.
- iii. Should have undergone intensive training among other streams welding/ fitting/ motor mechanical/ Boiler Operation/ Electric Work
- iv. Should possess certificate for competence to operate a Boiler issued by a recognized institute will be an additional qualification
- v. Proficiency in English will be considered as an additional qualification

AGE : Should be less than 40 years of age

THE ROLE :

Multi-skilled Technician (Mechanical) has to attend to any work in the mechanical field such as Welding, Fitting, Motor Mechanism, Boiler Operation, Electrical Work etc. assigned by the superior officers.

SALARY : Rs. 34,720 – 5 x 295 : 10 x 325 - Rs.39,445