



Be Part of the Global Team Fueling Excellence in Sri Lanka

Ranked 5th on the Fortune Global 500 list in 2021, Sinopec remains the largest oil refining company in the world and second-largest oil and gas producer with a proven reputation for excellence.

As we begin establishing our operations in Sri Lanka, we are on the lookout for passionate and skilled individuals to be part of our global team in the following areas:

Retail Supervisor (12 Positions)

- Oversee retail operations and fuel stations in your assigned region
- Monitor fuel station operations, ensure exceptional customer service, handle complaints, and supervise fuel stations (including upgrades) in keeping with Sinopec standards, Health, Safety and Environment (HSE) policy and other criteria
- Gather local market information and align marketing initiatives for continuous growth

Requirements: ○ Previous retail service management experience of at least 3 years, Experience in the fuel sector is preferred. Excellent customer service skills, strong leadership abilities, good negotiation skills, strong planning and organizing skills, be self-motivated and a team player.

Educational qualifications: ○ Minimum Advanced Level examinations completed. Other preferred qualifications; Diploma in Business Administration, Marketing or similar, professional qualifications in marketing, sales or related field.

- Retail supervisors are field based positions which entail extensive travel in the Districts assigned.

HR Executive (01 Position)

- Manage payroll, EPF/ETF contributions, and statutory requirements
- Support HR functions, including recruitment, onboarding, and employee relations
- Ensure compliance with employment laws and regulations

Requirements: ○ Minimum 3 years experience in HR executive role. Knowledge of payroll processes, familiarity with employment regulations.

Educational qualifications: ○ Bachelor's degree in Human Resources / related field, and/ or CQHRM or CIPM or equivalent professional qualifications

Admin Executive (01 Position)

- Assist in establishing office operations, handle procurement and secretarial functions
- Undertake office and premises management and general administration functions
- Supervise transport service providers, support services providers, office assistants and drivers for smooth operations
- Maintain a good working environment.

Requirements: ○ At least 3 years experience in office administration/ office management, strong communication skills and ability to multitask efficiently. Be resourceful, proactive and have a solution focus. Fluent English communication is required.

Educational qualifications: ○ Minimum A/L qualifications, HND, Diploma or Bachelor's degree in related field, equivalent professional qualifications

IT Executive (01 Position)

- Manage and maintain SAP System and other IT systems in the company and provide technical support in keeping with industry standards and using latest technologies
- Handle IT infrastructure, network management, and software/hardware maintenance
- Support fuel stations with reporting via IT systems and roll out new IT systems
- Coordinate with vendors and ensure smooth functioning of IT systems

Requirements: ○ At least 3 years experience in an IT Executive or higher role, Experience managing SAP is a definite advantage, proficiency in network management, App development is an advantage.

Educational qualifications: ○ Bachelor's degree in Information Technology or related field, professional qualifications in IT or related fields, membership in a recognised IT professional body

Logistics Executive (03 Positions)

- Manage wharf operations, Oversee fuel shipment loading/unloading, coordinate with agents/suppliers
- Ensure related HSE compliance and other regulatory compliance
- Handle quality control inspections, inventory management, and delivery coordination
- Effective risk planning and management related to pollution control and disaster management and mitigation strategies
- Manage relationships and coordination with relevant departments, authorities and functional heads to ensure smooth operations

Requirements: ○ At least 3 years experience in logistics/ shipping. Experience at Executive level or higher is an advantage. Knowledge of safety regulations, standards, strong coordination skills

Educational qualifications: ○ Diploma or Bachelor's degree in Logistics or related field, professional qualifications in logistics, shipping or related field.

Logistics Assistant (02 Positions)

- Assist with wharf operations, fuel shipment coordination
- Assist in HSE compliance and other regulatory compliance
- Support quality control inspections, inventory management, and delivery coordination
- Assist in scheduling, reporting, and coordination with stakeholders
- Assist in risk management and mitigation strategies

Requirements: ○ At least 2 years experience in a similar position. Detail-oriented, willingness to learn, ability to work in a team

Educational qualifications: ○ Diploma in logistics, shipping or other related disciplines preferable.

REQUIREMENTS FOR ALL POSITIONS:

- Be flexible, service oriented, and self-motivated and able to work within the organisation structure
- Be a team player with a commitment to achieve set targets
- Good planning and organizational skills with a methodical approach to work
- Good communication skills in English and Sinhala and/ or Tamil. Trilingual candidates are preferred.
- IT literacy: Ability to work on MS Office packages, internet and email

SHORTLISTED CANDIDATES WILL BE INVITED FOR AN INTERVIEW.

As a leading global supplier of oil and petrochemical products, Sinopec offers exciting career opportunities with competitive packages and fringe benefits, in keeping with industry standards, together with training opportunities in People's Republic of China for high performing candidates.

Sinopec is an equal opportunity employer.

How to apply: If you have the required experience and qualifications please visit <https://tinyurl.com/sinopecjobs/> and submit the details required using the form provided. Thereafter email your CV including two non-related referees and cover letter to sinopec.lankajobs@gmail.com



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