



Grow your Career at a Fortune Global 500 Company in Sri Lanka

Join a Global Fortune 500 top 5 Company in Sri Lanka

Position: Junior Trade Executive (Executive Level)

Sinopec is a super enterprise with the world's largest refining capacity and the second largest chemical production scale. Sinopec has consistently ranked among the top 5 companies in the Global Fortune 500. Sinopec is one of the leading energy suppliers in Sri Lanka, operating a modern tank farm in Hambantota and managing 151 fuel stations across the country.

We are seeking a motivated individual to strengthen our Trade Department. This role goes beyond the traditional scope while managing trade operations, documentation, and compliance, the selected candidate will also be expected to take on additional responsibilities that contribute to the company's growth and operational excellence.

Key Responsibilities:

- Prepare & manage trade documentation including contracts, invoices, shipping papers & compliance records.
- Coordinate cargo movements, vessel nominations & delivery schedules with clients & logistics teams.
- Ensure adherence to BOI, customs, and international trade regulations.
- Support tank farm operations including storage, transfers, and dispatches.
- Act as a point of contact for clients, suppliers, and regulatory bodies.
- Maintain accurate records and prepare reports for management and audit purposes.
- Ensure compliance with safety protocols and procedures related to trade operations.
- Take on additional responsibilities beyond the core role to support company growth.

Qualifications & Skills

- Bachelor's degree in Business Administration, Logistics, Supply Chain, Maritime, or related field.
- 4+ years of experience in oil trading, shipping, or energy logistics preferred.
- Strong knowledge of trade documentation, customs procedures, and regulatory compliance.
- Excellent communication and coordination skills.
- Proficiency in MS Office and ERP/trading systems.
- Ability to work under pressure and meet tight deadlines.

What We Offer

- Competitive remuneration package based on experience
- Comprehensive insurance cover
- Performance-based bonus scheme
- Clear career growth pathways within a global organization
- Exposure to international trading practices and advanced operational systems.
- Provides a comprehensive welfare benefits package covering festive hampers, uniforms, birthday vouchers, life-event support (marriage, childbirth, medical needs), and well-being hampers, Annual family day trip etc.
- Opportunity to participate in professional training programs at Sinopec Globally.

How to Apply

Send your application to careerssinopec@gmail.com, with 'Junior Trade Executive' as the subject line.

