WE ARE HIRING!



Admin and Facilities Assistant

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research, development and manufacturing platform for the biotechnology business.

We are Looking for:

- Degree or diploma in a Supply Chain/ Procurement/ Business Administration
- Prior experience in facility management or administrative will be considered an added advantage
- Experience in strategies sourcing or knowledge of science and laboratory equipment, supplies, and service in a research environment would be an added advantage

Responsibilities:

- Coordinate and manage company transport operations, including scheduling, allocation, and utilization of vehicles
- Maintain accurate transport records such as fuel consumption, vehicle logs, and maintenance schedules
- Monitor and track orders to ensure timely delivery, liaising with suppliers and internal stakeholders
- Proactively follow up on delays and resolve delivery-related issues in a timely manner
- Oversee security operations to ensure a safe and secure working environment
- Coordinate with security personnel, manage duty rosters, and address any security-related incidents
- Ensure proper maintenance, cleanliness, and hygiene standards of all sanitary facilities
- Supervise janitorial staff and always ensure the availability of cleaning supplies
- Manage tearoom (pantry) operations, ensuring cleanliness, organization, and adherence to hygiene standards
- Monitor and replenish tea, coffee, and pantry supplies, and coordinate with relevant staff as required
- Maintain accurate and up-to-date documentation related to facility and administrative activities
- Handle filing, reporting, and record-keeping in compliance with organizational policies
- Support internal audits and ensure adherence to administrative procedures and compliance requirements

Competencies and Skills:

- Proven ability to work independently in a fast-paced environment, handling multiple tasks and changing priorities while meeting deadlines professionally
- Effective in collaborating with diverse individuals, including management, technical experts, and relevant departments
- Good organizational skills
- An eye for quality; detail oriented
- Good computer skills with knowledge of Microsoft packages
- Good writing and oral communication skills in both English and Sinhala

Please email your CV including two non-related referees, mentioning the position in the subject line, before 12th November 2026

E-mail: slibtec@gmail.com

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