

Hellmann MAS Supply Chain is a Joint venture between Hellmann Worldwide Logistics (HWL) and MAS Holdings. HMSC provides its services to MAS as well as Hellmann's existing contract logistics customers. Services offered by HMSC, which includes warehousing, value -added services, and 4PL logistics services.

## Documentation Assistant (Bopitiya)

### Responsibilities

1. Develop and prepare reports and statistical measurement tools to show trends and performance of each departments of the site and overall site performance.
2. Collaborate closely with internal teams and update KPI data in real-time and keep them readily available as per management requests.
3. Update KPI dash board on time and accurately.
4. Prepare presentations for management meetings.

### Qualifications

1. Minimum of GCE A/L qualification.
2. Excellent presentation skills and communication skills.
3. Sound knowledge on MS office applications.
4. Ability to work under minimum supervision.

We offer an excellent remuneration package along with a unique opportunity for career growth in a multidisciplinary working environment. If you have a strong commitment to take up challenges send your comprehensive CV within 07 days of this advertisement.

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