



AMERICAN EMBASSY



WAREHOUSEMAN/FORKLIFT OPERATOR

As our new Warehouseman/Forklift Operator you will be responsible for operating forklifts, loading and unloading of expendable supplies and non-expendable properties such as furniture and equipment etc., and maintenance and tracking of Welcome/Departure Kits, expendable supplies, and non-expendable properties.

Are you fluent in English (English will be tested)? Do you have knowledge of proper lifting of heavy objects and performing arduous physical work? Then you may be the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:

1. Position Title, 2. First, Middle, and Last Names as well as any other names used, 3. Current Address and Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you sat for GCE (O/L)? (Y/N; if 'Y', Results and Year of Examination), 9. Do you have one year's experience in a warehouse? (Y/N – If 'Y' state employer, position title, years /months of employment in each position, and summary of duties), 10. Your current monthly take-home salary.

Applications without the above separate page will not be considered.

Your take-home monthly salary will be Rs.23,831/-.

Your application should reach us on or before January 14, 2011 at P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "Warehouseman" on the top left-hand corner of the envelope, or for e-mail applications, type "Warehouseman" in the e-mail subject line.

✓ **Only short-listed candidates will be contacted.**

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.