



Junior Executive - Procurement

Procurement Department

Job Role

To assist the Manager Procurement in processing approved purchase requests, by preparing 'RFQ/RFP' documents as appropriate, along with follow up of bids & submitting for perusal & approval of relevant Procurement committees/ authorities.

- Prepare request for quotes (RFQ/RFP) and invitation for bids
- Follow up with suppliers and obtain clarifications where necessary
- Prepare comparison schedules/Initial evaluation of quotes/work sheets
- Raise Purchase orders and liaise with suppliers/contractors on delivery/progress of work
- Maintain proper records/filing system
- Maintain and update Supplier Register
- Processing of invoices and following up status of payments
- Communicate with suppliers/contractors to resolve issues on pricing/quality /delivery
- Performs other duties related to the job function as and when required

Candidate Profile

- Full/part qualifications in relevant field of study from a recognised institution
- Minimum of 3 years of experience in a similar capacity, preferably in a reputed financial institution
- Analytical, Organizing and Planning skills
- Strong leadership skills with good problem solving ability
- Excellent PR / Interpersonal Skills
- Communication skills – verbal & written in all three languages
- Hands on experience in Microsoft office package and internet applications (preferably advanced MS Excel skills)

Send us your CVs to careers@amana.lk on or before 26th December 2021. indicating the position applied for in the subject line.

Only shortlisted candidates will be notified

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