

# PROCUREMENT EXECUTIVE

We are looking for a qualified and experienced Procurement Executive to assist the purchasing activities and ensure that purchased items are both cost efficient and of high quality. The Procurement Executive's responsibilities includes preparation of Invitation letters, Invitation of quotations, evaluating supplier options, maintaining accurate reports and positive supplier relations.

## Scope of Work

- Assisting the functions of the purchasing department
- Preparing plans for the purchase of equipment, services, and supplies
- Assisting with tender processes and contracts
- Following and enforcing SLC's procurement policies and procedures
- Reviewing, comparing, analyzing, and recommending products and services to be purchased
- Maintaining good supplier relations and negotiating transactions

## Qualifications and Experience

- A Degree/Diploma in Purchasing and supply chain Management from the Institute of Supply and Materials Management
- Any other similar professional qualification from a recognized Institution
- At least 04 years' experience in handling purchasing in a Public or reputed private sector organization
- Strong communication, written and negotiation skills
- Proficiency in computer including Microsoft office
- Should be a goal oriented and organized team player

If you are a team player with the drive and initiative to perform with minimum supervision and willingness to work in a team oriented environment, you could be the person we are looking for!

An attractive and negotiable remuneration package with other benefits await the right candidate

All applications should be forwarded to **[vacancies@srilankacricket.lk](mailto:vacancies@srilankacricket.lk)** along with the names of two non-related referees within 7 days from the date of this advertisement

*\*Please mention the post applied for on the subject line of the email*

*\*Please ensure all employment criteria is met prior to applying*