

About us

SriLankan Airlines Ltd (SLA), the national carrier of Sri Lanka operates with a network of destinations throughout Asia, the Middle East, Europe and Australia. The airlines has a strong presence in Maldives and Southern India. SriLankan is a member of the 'oneworld' alliance.

Job Description

The core areas of focus as an Engineering Procurement Officer - initiation of procurement process of required supplies and services related to the Engineering Department and assist to adhere to the applicable Procurement Manuals and Engineering Procedures Manual while maintaining timely targets.

Key responsibilities will include:

- Sourcing of Vendors, Solicitation, Receiving and Opening of Bids as per applicable Procurement Manual and to meet the guidelines of Engineering Procurement Manual (EPM).
- Evaluation of Offers to identify the best possible options and award respective purchase orders to approved vendor to ensure the best value for money and to ensure strict compliance to the applicable Procurement Manual.
- Administration of Purchase orders to ensure on time delivery and to minimize logistic delays and timely attend on all discrepancies and clear such within the set time lines (KPIs) assigned.
- Negotiate with all possible suppliers/service provider to bring best value to the organization.
- Effectively and efficiently contribute to validate qualified payments to meet the payments obligations of the suppliers with a special orientation towards key account suppliers and arrange advance payments against required suppliers.
- Timely generate required material status reports and represent the procurement section in TSR/CDMC/Redelivery, Project Meetings with adequate information.
- Administration of all borrowing functions and prepare and circulate pending borrowings to respective stake holders to ensure timely return of physical spares, tools as well as required documents to avoid additional loan charges to the Company.
- Timely liaise with Engineering Logistics Staff, handling agents and other associated functional groups to arrange the inbound and out bound logistics and attend on missing/damaged shipments to mitigate the impact/losses to the company.

Requirements

6 passes at GCE O/L with 4 Credits in one sitting including a credit for English with 2 years of related experience.

OR

6 passes at GCE O/L in one sitting including a credit for English and full or part professional qualification* in **purchasing / logistics, or supply chain management** with 2 year's related work experience.

*The full duration course of the study should be not less than 1 year

The upper age limit should be 30 years as at the closing date 23rd October 2023.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal-opportunity organization.

Job Information

Grade
5

Department Name
Engineering

Application Closing Date
23/10/2023

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450