



## PROCUREMENT & SHIPPING EXECUTIVE

### Who We Are..

SriLankan Catering Limited the award-winning exclusive Airline Caterer in Sri Lanka counts over four decades of experience in delighting the passengers of most of the world's finest airlines.

We take great pride in being among the best in the industry resulting in a meal service that discerning travellers may find in the experience availed at a five-star restaurant than in an aircraft cabin.

SriLankan Catering Limited is a fully owned subsidiary of SriLankan Airlines Ltd. and a state-owned enterprise having its catering operations in Bandaranaike International Airport Colombo (BIA), Mattala Rajapaksa International Airport (MRIA) and Colombo International Airport Ratmalana (CIAR) is also engaged in operating Airport Restaurants, Transit hotels, Industrial Laundry, while being the catering arm of VIP and Presidential Lounges and Business Class lounges located at the above airports.

SriLankan Catering Limited is an active member of International Flight Catering Association (IFCA) and International In-flight Food Services Association (IFSA).

### The Person We Are Looking For..

We are looking for an energetic, enthusiastic, self-motivated person of good character with professional qualifications, ethics and with outstanding communication skills for the post of Junior Executive – Procurement & Shipping to achieve departmental goals and targets. The successful candidate will report to the Assistant Manager – Procurement & Shipping and be responsible for tasks optimizing the productivity of the company.

### KEY RESPONSIBILITIES INCLUDE:

- Managing the procurement contract list and initiate and finalize tenders/shopping exercises on time.
- Following up the daily deliveries, allocation of delivery slots to the vendors and carry out and supplier delivery evaluation.
- Maintain records of quality/delivery issues and arrange supplier meetings periodically to discuss their performance/issues.
- On-hand Stock monitoring and taking appropriate action to avoid stock outs.
- Development of supplier data base.
- Monitor time taken to convert a Purchase requisition to Purchase order time and evaluate procurement staff performance.
- Tracking market conditions, and local /international price trends.
- Ensure credit notes / replacements are obtained on time for rejected goods.
- Review reports prepared by subordinates and guide them when necessary.
- Prepare procurement performance reports and other Management reports.

### PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIRED:

- 04 years' Experience in Executive Capacity.
- Full or Part Professional Qualifications in Supply Chain and Logistics.
- Having a Bachelor's Degree in Science, Mathematics, Commerce Stream / Advanced Diploma / MBA or any other similar qualification from a recognized University.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent Leadership Skills, Strong Negotiation Skills, Report Writing, Problem Solving Ability and be Creative.
- High level of IT literacy to handle day to day activities, prepare reports and carry out analysis.
- Sound planning and organizing skills coupled with a methodical approach to work.
- Excellent written and verbal communication skills.

The selected candidate can be assured of an attractive and enhanced remuneration package with fringe benefits.

If you are confident that you have the above required skills and experience for the job, please e-mail your resume to [careers@srilankancatering.com](mailto:careers@srilankancatering.com) including 2 non-related referees or send by post indicating the position applied for on the top left-hand corner of the envelope to below address within 10 days from the date of this advertisement.

Human Resources & Administration Manager  
SriLankan Catering Limited  
PO: Box: 07  
Airline Centre, Bandaranaike International Airport  
Katunayake

Please visit us on [www.srilankancatering.com/careers](http://www.srilankancatering.com/careers) for more details