

Job Description

- Handling of import documentation and supply chain management.
- Coordinate with internal stakeholders & external authorities.
- Request for quotations for all subjected items, evaluate the best cost-effective Vendors.
- Summarizing and generate approval documents for minor RFQs for imported goods and generate relevant reports for all responsible purchases.
- Coordinate with relevant government authorities on obtaining importation approvals.
- Ensure execution of all purchase requirements on time and maintain forecasting tools to avoid any stock out situation.
- Maintain a data base to plan purchasing cycle and on upcoming shipments.
- Assist shipping department with needed documentation and tracing on time delivery.
- Update relevant computer system.
- Ensure all purchase / transactions are updated with all required supporting documents and follow up on payment.
- Ensure that a fully informative filing system is adopted.

Requirements

- Passed G.C.E. (A/L) with Full or Part Professional Qualification in Supply Chain & Logistics Management / Finance with 5 years' experience in the relevant field.
OR
- Degree / Master's Degree in Procurement & Shipping / Logistics Management field with 5 years' experience in the relevant field.
- 06 Passes for G.C.E. (O/L) including credit passes for English & Mathematics.
- High level of IT literacy including sound knowledge in MS Office, Excel and PowerPoint.
- Excellent writing and oral communication skills, leadership skills, negotiation/problem solving skills, analytical skills, sound planning and organizing skills coupled with a methodical approach to work.

Benefits

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

Job Information

Grade
6

Division Name
Procurement & Shipping
Department

Date Opened
22/08/2025

Application Closing Date
05/09/2025

Job Type
Full time

Industry
Logistics

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450