

Job Description

- Initiate tender exercises based on the Annual Procurement Plan in compliance with Government Procurement Guidelines.
- Finalize tender processes within the stipulated timeframes.
- Prepare tender documentation including: Bidding documents, Technical reports, Bid advertisements, Board papers
- Organize and facilitate tender-related meetings such as Pre-bid meetings, Bid opening meetings, Technical Evaluation Committee (TEC) meetings, Department Procurement Committee (DPC) Minor Procurement Committee (MIPC) meetings
- Record and maintain accurate meeting minutes for all tender-related proceedings.
- Coordinate and manage the sample evaluation process in collaboration with relevant departments.
- Maintain proper and complete records of all tender activities.
- Review awarded contracts and manage contract execution with vendors.
- Conduct cost analysis with consideration of various Incoterms and engage in vendor negotiations.
- Perform market research to identify new products, pricing trends, and sourcing opportunities.
- Build and maintain a diverse and reliable supplier base.
- Participate in supplier inspections and prepare comprehensive inspection reports.
- Maintain strict confidentiality in all procurement-related activities.
- Request and evaluate quotations for all required items, focusing on cost-effective overseas vendors.
- Summarize RFQ evaluations and generate approval documents for minor imports and purchases.
- Prepare relevant reports for all assigned purchase transactions.
- Coordinate with government authorities to obtain necessary importation approvals.
- Ensure all purchase requirements are fulfilled on time using forecasting tools to prevent stockouts.
- Maintain and update a procurement database to monitor purchasing cycles and shipment plans.
- Assist the shipping department with required documentation and ensure timely deliveries.
- Update procurement information in the ERP system.
- Ensure all transactions are properly supported with documentation and follow up on vendor payments.
- Adopt and maintain a structured and informative filing system.

Requirements

- Full or Part Professional Qualifications in Supply Chain and Logistics with 01 year Experience in Executive Capacity.
OR
- Having a Bachelor’s Degree in Supply Chain & Logistics Management / Science / Mathematics / Commerce Stream / Advanced Diploma / MBA or any other similar qualification from a recognized University with 01 year Experience in Executive Capacity.
- 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, Creativity, Sound planning and organizing skills coupled with a methodical approach to work
- High level of IT literacy including sound knowledge in MS Office, Excel & PowerPoint.
- Excellent written and verbal communication skills.

Benefits

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

Job Information

Grade
8.1

Division Name
Procurement & Shipping Department

Date Opened
12/08/2025

Application Closing Date
26/08/2025

Job Type
Full time

Industry
Logistics

City
Katunayake

Province
Western Province

Country
Sri Lanka

Postal Code
11450