

Job Description

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 Assistant Manager- Procurement & Shipping to achieve departmental goals and targets. The successful candidate will report to the **Senior Manager – Supply Chain** and be responsible for tasks optimizing the productivity of the company.

- Ensure full compliance with the Government Procurement Manual in the procurement of CAPEX items, services, machinery, equipment, repairs, maintenance, and works, while meeting stipulated procurement timelines to support uninterrupted supply chain operations.
- Plan, manage, and coordinate procurement and shipping activities for capital investments, service contracts, machinery and equipment purchases, repair and maintenance works, ensuring cost efficiency, value for money, and alignment with organizational objectives.
- Manage and review comprehensive records of CAPEX and operational purchases, including cost evaluations, contract values, delivery schedules, warranty details, and inventory status.
- Prepare Board papers, investment justifications, and approval submissions for CAPEX projects, major service contracts, machinery and equipment purchases, and work-related procurements, in accordance with statutory and governance requirements.
- Organize, coordinate, and moderate Procurement Committee meetings for CAPEX, services, machinery, equipment, repair, and work procurements, ensuring transparency, compliance, and proper documentation.
- Monitor and follow up on sea and air freight clearances for imported machinery, equipment, and spare parts to ensure timely commissioning and operational readiness.
- Coordinate with line ministries, regulatory bodies, bid evaluation committees, and other authorities on approvals, clearances, and compliance matters relating to CAPEX, services, and work procurements.
- Facilitate and moderate Bid evaluations for machinery, equipment, spare parts, and service providers to ensure compliance with specifications, quality standards, and operational requirements.
- Conduct periodic market research and supplier evaluations to identify best-value suppliers for CAPEX items, machinery, equipment, services, and repair works, focusing on cost competitiveness, quality, delivery performance, and after-sales support.
- Monitor the Procurement Time Schedule (PTS) for CAPEX, services, machinery, equipment, repairs, and works to ensure bidding processes are completed within approved timelines.
- Follow up on imported machinery, equipment, and spare parts orders with foreign suppliers to ensure delivery within contractual timelines and compliance with technical and commercial terms.
- Ensure all procurement transactions are fully supported with required documentation, including bid evaluations, contracts, warranties, performance guarantees, and payment records, in line with audit and compliance standards.

Requirements

- Possession of a bachelor's degree in supply chain management, Science or a related field; MBA, CIMA, CASL, or other equivalent professional qualification.
- 03 years or more experience in Executive Capacity.
- Certified in Supply Chain Professional Institute.
- High level of IT literacy, with the ability to effectively manage day-to-day operational, reporting, and procurement systems.
- Strong planning and organizational skills, with a structured and methodical approach to managing multiple priorities and deadlines.
- Excellent written and verbal communication skills, with the ability to effectively engage with internal stakeholders, suppliers, and external authorities.

Benefits

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

Job Information

Grade

9

Division Name

Procurement & Shipping
Department

Date Opened

06/04/2026

Application Closing Date

21/04/2026

Job Type

Full time

Industry

Catering

City

Katunayake

Province

Western Province

Country

Sri Lanka

Postal Code

11450