

Job Description

We are seeking energetic, enthusiastic, and self-motivated individuals with strong professional ethics and communication skills to join SriLankan Catering Limited as Procurement Executives. Reporting to the Senior Manager – Supply Chain, successful candidates will manage procurement, sourcing, supplier relationships, inventory planning, and logistics activities to ensure uninterrupted supply, cost optimization, regulatory compliance, and operational efficiency across the organization's supply chain.

- Lead procurement and sourcing activities as per organisational requirements to support uninterrupted catering operations.
- Manage end-to-end tendering and supplier selection processes in compliance with Government Procurement Guidelines and company policies, ensuring timely contract awards.
- Develop and implement sourcing strategies that optimize cost, quality, lead time, and supply risk while supporting operational and business objectives.
- Ensure supply continuity through effective demand planning, forecasting, inventory monitoring, and replenishment coordination to prevent stock shortages and operational disruptions.
- Build, evaluate, and manage strategic supplier relationships, including supplier performance reviews, audits, negotiations, and continuous improvement initiatives.
- Coordinate import, logistics, shipping, customs clearance, and delivery activities to ensure timely availability of materials and equipment.
- Conduct market intelligence and cost analysis to identify sourcing opportunities, alternative suppliers, pricing trends, and supply chain efficiencies.
- Manage contract administration and supplier compliance, ensuring adherence to quality, delivery, service, and commercial commitments.
- Maintain accurate supply chain data, ERP records, procurement documentation, contract trackers, and performance reports to support governance and decision-making.
- Collaborate with Operations, Production, Finance, Quality Assurance, Engineering, and other stakeholders to align procurement and supply chain activities with organizational goals while ensuring ethical, transparent, and sustainable procurement practices.

Requirements

- Full or Part Professional Qualification in Supply Chain, Logistics, Procurement, or a related field with a minimum of one (01) year of experience in an executive capacity; or
- A Bachelor's Degree in Supply Chain & Logistics Management, Science, Mathematics, Commerce, Business Management, or a related discipline from a recognized university, with a minimum of one (01) year of experience in an executive capacity.
- Credit passes in English and Mathematics at G.C.E. (O/L) and successful completion of G.C.E. (A/L).
- Strong leadership, negotiation, analytical, problem-solving, planning, and organizational skills.
- Excellent report-writing, communication, and stakeholder management abilities.
- High level of IT literacy, including proficiency in MS Office applications, particularly Excel, PowerPoint, and ERP systems.
- Ability to work independently, manage multiple priorities, and deliver results in a fast-paced supply chain environment.

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

09/06/2026

Application Closing Date

23/06/2026

Job Type

Full time

Industry

Catering

City

Katunayake

Province

Western Province

Country

Sri Lanka

Postal Code

11450