

PURCHASING OFFICER

MALE / PERMANENT POSITION

Vajira House being pioneers in the house construction industry, counting for over a period of 107 years and spanning 5 generations

We are looking for dynamic individual (Male) who has the ability to undertake below mentioned scope of work.

Job description

- Involve in the purchasing process of raw materials for the company warehouse.
- Obtaining of quotations from different suppliers and evaluating the most feasible prices
- To effectively implement & execute internal controls & systems in liason with the top management
- Effectively reviewing inventory records and participating in inventory stock counts.
- Perform under minimum supervision with integrity, honesty and transparency.

Requirements

- Qualification executive level in Chartered accounts qualification in the field of Quantity surveying or any other qualification in supply chain
 - Previous experience in purchasing and inventory control.
 - Knowledge of Quick Books accounting/inventory software will be an added advantage.
 - Knowledge in excel is mandatory.
 - Computer literacy with sound communication skills.
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- Salary Rs: 60,000/-
 - Working hours (Weekdays 8:30 -17:30 and Saturday 8:30 -13:30)

If you are the right person for the above position e-mail your cv to acc3@vajirahouse.net before 15th Aug 2023

Vajira House Builders Pvt Ltd
R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3

Vajira House Builders Pvt Ltd
R.A. De-mel Mawatha, No 23, Deal Place A, Colombo 3

Tel: 0112 577191 / 0112 577192

 **BRITISH GOVERNMENT ERA CO.** 
Vajira House Builders

107 years spanning 5 generations

www.vajirahouse.net No: 23, Deal place A, Colombo 3

