



NativeWay(Pvt) Ltd is one of Sri Lanka's most trusted leaders in comprehensive integrated engineering solutions. NativeWay is embarking on an aggressive strategy of expansion in order to better serve a diverse spectrum of esteemed clientele built up over the past seven decades. Clientele includes respected leaders in construction, health, hospitality, apparels, and textiles sectors. NativeWay is an ISO 9001 certified company registered as an EMI contractor for Diesel Generators and EMI for MVAC with Sri Lanka Construction Industry Development Authority (CIDA).

PURCHASING EXECUTIVE

We are in the process of seeking a competent and committed individual to play a dynamic role as **Purchasing Executive**.

- Develop and implement inventory management strategies and processes to ensure efficient handling and tracking of project site materials and equipment.
- Collaborate with project manager, site engineers, and procurement team to determine inventory needs and specifications.
- Oversee the receipt, storage, and distribution of materials and equipment at the project site.
- Conduct regular inventory audits and maintain accurate inventory records into the ERP system.
- Monitor stock levels and initiate timely procurement to prevent shortages or excess inventory.
- Coordinate with suppliers and subcontractors to ensure timely delivery of materials and equipment.
- Implement inventory control measures, including proper storage, handling, and disposal procedures.
- Identify and resolve any discrepancies or issues related to inventory management.
- Optimize inventory turnover and minimize carrying costs while ensuring availability of critical items.
- Collaborate with project teams to forecast inventory requirements for upcoming phases of project sites.
- Generate reports on inventory status, trends, and performance indicators for management review.

Requirements

- Age below 40 years.
- Degree or Diploma in Business Administration, Supply Chain Management or similar qualification.
- Minimum 03-04 years' working experience in a similar capacity.
- Proven experience as an inventory executive, preferably experience in a MEP project site.
- Strong knowledge of inventory management principles, techniques and best practices.
- Proficiency in inventory management ERP system and MS Office.

- Excellent organizational and analytical skills, with strong attention to detail.
- Ability to work in a fast-paced project site and meet tight deadlines.
- Knowledge of project materials, equipment, and procurement processes.
- Excellent communication skills in spoken and written in English.

The chosen applicant will be exposed to an environment conducive to career development. An attractive remuneration package with other fringe benefits in keeping with ability and experience will be offered.

Interested candidates should forward their CV's with contact numbers & the names of two non-related referees within 7 working days of this advertisement with the position applied with the branch/location as mentioned above which should be stated in the subject line.

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