



Purchasing Officer

The company is one of the hardware trade market leaders (Direct Importers, Wholesalers & Retailers) in the Gampaha district. Geared for expansion we are looking for a dynamic, result oriented person to support our expansion program.

KEY RESPONSIBILITIES

- Communicating with suppliers to gather information about products and prices, placing timely orders and managing deliveries
- Negotiating to achieve the best possible price
- Following up and ensuring appropriate records are maintained
- Fulfilling the purchasing officer KPI's
- Providing feedback on the efficiency of supplier relationships

KEY REQUIRMENTS

- Familiar in purchasing and supplier management in hardware/construction/ Engineering.
- Good negotiation skills and communication skills.
- Strong negotiation skills, communication skills and attention to detail.
- Possess a minimum of two years' experience in a similar capacity.
- Experience in supplier management software/ERP.
- Proficiency in MS office, internet & email.
- Fair knowledge of English.
- Age between 25-40 years.
- Should be a self-organized, enthusiastic and ability to work with minimum guidance.
- Relevant qualifications are desirable but not essential.

The selected candidate is assured of an attractive remuneration package. Send in your detailed CV to hr@rohanahardware.lk along with contact details of two non-related referees within 14 days of this advertisement.

Rohana Hardware (Pvt) Ltd
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www.rohanahardware.lk