

WE ARE

# HIRING

## Management Associate/ Procurement & Supplies

### JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for an energetic and result oriented individual to join our team as Management Associate/Procurement & Supplies.

#### Key Duties & Responsibilities:

- Discharge functions/responsibilities involved in the institutional procurement process in compliance with the same and ensure smooth functioning of procurement activities in a timely manner.
- Carry out market research, handle the process of registration of suppliers and obtain credit facilities.
- Manage disputes in delivery/completion of contracts awards and make sure the end user satisfaction.
- Evaluate supplier performance based on quality standards, delivery time and best price and ensure all the criteria are met.

#### Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university/ institution.
- At least two years of relevant work experience after obtaining the educational qualification.
- Proficiency in English (verbal & written).
- Strong communication & interpersonal skills.
- Hands on experience in MS Office package.

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to [careers@slit.lk](mailto:careers@slit.lk) clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.



**SLIIT UNI**

THE KNOWLEDGE UNIVERSITY