

# Sri Lanka's Best Brand

*Wants You!*



## Vacancy for the position of Trainee Commercial Assistant

Singer (Sri Lanka) PLC operates with the vision to be the market leader in elevating and enriching lives in Sri Lanka. Regnis Appliances Pvt Ltd, a fully owned subsidiary of Singer (Sri Lanka) PLC. The largest washing machine manufacturer in Sri Lanka invites applications from a suitable candidate for the above position. The position holder will work in the Commercial Division as a Trainee Commercial Assistant for one year, gaining exposure to procurement, logistics, and other commercial activities.

### Personal Profile

- Minimum 01 year of experience in a similar role. (School leavers after A/L are encouraged to apply)
- Fully or part qualified in commercial/supply chain management or equivalent qualification.
- Advanced Computer literacy.
- Good command of both English and Sinhala.
- Excellent communication, interpersonal, and negotiation skill.
- Helpful and courteous approach to resolving issues.
- Prepare reports and data analysis on commercial activities.

### Job Profile

- Preparing monthly material requirements based on the production plan.
- Preparing delivery schedules and requests/quotations and raising Pos.
- Arranging supplier's invoices and coordinating for payments.
- Monitoring and control of receiving of raw materials with the correct price, quantity, and quality.
- Controlling and monitoring overseas material ordering / receiving with commercial departments.
- Negotiate with suppliers, review purchase orders, and ensure timely delivery.
- Arranging custom duty/documents and payments coordinating with clearing agents.

If you match our profile, email your updated CV with contact details of two non-related referees to reach us within 7 days from the date of this advertisement

Regnis Appliances (Pvt) Ltd

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\*SLIM-KANTAR PEOPLE'S BRAND OF THE YEAR FOR 17 CONSECUTIVE YEARS\*

# SINGER®