

# 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\*

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