

SriLankan | Full time

Senior Procurement Assistant (Commercial Procurement/ Engineering)

Katunayake, Sri Lanka | Posted on 14/03/2025

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Job Description

Senior Commercial Procurement Assistant (Inflight)

Key Responsibilities:

- Ensure timely submission of documentation to external authorities such as the Board of Investment (BOI), the Department of Imports and Exports Control (IECD), Sri Lanka Customs, etc., to obtain import licenses and clearances for restricted goods.
- Coordinate with suppliers, freight forwarders, customs agents, internal departments, and other stakeholders for smooth import processing.
- Liaise with buyers, suppliers, and banks to resolve documentation issues.
- Maintain organized procurement records and facilitate timely payments.
- Prevent stock shortages by ensuring timely clearance and deliveries.

Senior Commercial Procurement Assistant (IT)

Key Responsibilities:

- Manage IT procurement processes, ensuring compliance with company policies.
- Conduct vendor negotiations to optimize cost savings.
- Monitor stock replenishment and ensure timely deliveries.
- Regularly follow up with vendors and coordinate priority payments.
- Identify new products and suppliers for alternative procurement solutions.
- Support company-wide data connectivity by managing relevant devices and services.

Senior Engineering Procurement Assistant

Key Responsibilities:

- Initiate and manage procurement processes for engineering-related supplies and services.
- Source vendors, solicit bids, and evaluate offers to ensure cost-effectiveness and compliance.
- Administer purchase orders, ensuring on-time delivery and minimal logistical delays.
- Negotiate with suppliers to maximize value for the company.
- Validate and process supplier payments, ensuring smooth financial transactions.
- Coordinate with engineering logistics staff and stakeholders for inbound/outbound shipments.
- Maintain procurement documentation and reports for efficient decision-making.

Requirements

- 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English.

OR

- 6 passes at GCE O/L in one sitting including a credit for English and full or part professional qualification with 1 year procurement related experience.

Note: Experience in a similar role would be an added advantage.

Be a Sri Lankan citizen.

The upper age limit should be 30 years as of **24th March 2025** which is the closing date.

Employment will be offered on fixed term contract.

We are an equal opportunity Organization.

Influencing will be a reflection of unsuitability.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Department Name
Finance

Date Opened
14/03/2025

Application Closing Date
24/03/2025

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450