



# Explore the World of **LOLC** with a Global Mindset

## Officer – Central Stores (Shedy Grove – Borella)

We are looking for a suitable candidate for the above position to provide uninterrupted supply chain operations to Hotel Thala, Sigiriya & Sansun in relation to engineering items.

### Key Accountabilities

- Analysing the quotations and negotiating the prices with suppliers.
- Requesting quotations from suppliers for evaluation.
- Raising purchase orders (PO) through the system based on finalized quotations.
- Follow-up on pending purchase orders for all Browns hotels.
- Follow-up regarding the supplier payments of all category (Engineering, Housekeeping, General, Food and Beverage) with the hotel and finance team.

### Knowledge and Skills

- The ideal candidate should be below 35 years.
- Demonstrate excellent analytical, interpersonal and communication skills.
- Should be conversant in Microsoft Office Packages.
- The ability to work in a team.
- Should be a proactive, self-motivated and target oriented personality.

### Are you ready to accept our challenge?

An attractive remuneration package along with fringe benefits and career development prospects await the chosen candidate.

If you feel this is the opportunity to realize your dream career, please forward your Curriculum Vitae including two non-related referees along with a comprehensive covering letter to [AzamA@lclc.com](mailto:AzamA@lclc.com) within 10 days of this advertisement.

