

VACANCY

ASSISTANT MANAGER— PROCUREMENT

Sri Lanka's Largest Government Owned Retail Chain

Purpose of Lanka Sathosa

- Provide products at affordable prices with good quality for a larger consumer community in a respected manner.
- Serve as a place for SMEs to sell their products without any hassle.
- Connect farmers with traders with minimal restrictions.
- Be an organization with a culture driven by the highest integrity, supporting all its stakeholders to achieve their objectives, including employees.

Job Role

- Plan, execute, and monitor perishable procurement activities to ensure timely purchasing in line with approved budgets, specifications, and company guidelines.
- Manage supplier registration, evaluation, and performance monitoring, while coordinating price negotiations and delivery terms to ensure value and reliability.
- Oversee bidding and tender processes, ensuring full compliance with internal policies, financial regulations, and audit requirements.
- Lead and guide the procurement team, allocate responsibilities, monitor performance, and promote ethical and efficient procurement practices.
- Work closely with Stores and relevant departments to monitor stock levels, prevent shortages or overstocking, and support cost-effective purchasing strategies.
- Liaise with Finance, Operations, and other departments, and prepare periodic procurement and supplier performance reports for management review.
- Contribute to continuous process improvements and perform additional duties as assigned by Senior Management.

Qualifications :

External Candidates : 1 or 2 Below

1. Degree in Marketing/ Science/ Business Management/ Business Administration/ commerce/ Supplies and Material Management/ Purchasing & Material Management/ International Trade/ Logistics Management which recognized by U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post

Age : Should be not less than 22 years and not more than 45 years.

Salary Code & Scale : (Salary Code JM 1-1-2025 and Salary Scale Rs.(72,650/= - 10 x Rs.1,360/= - 18 x Rs.2,040/= - Rs.122,970/=)

Salary & Other Allowance 2026 : Basic Salary: 65,633.00, Cost of Living: 17,800.00, Transport Allowance: 10,000.00, Communication Allowance: 1,125.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

The Ideal Candidates should also:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Have excellent analytical, Problem solving and organizing skills.
- Possess sound knowledge and a clear understanding of Government tender procedures. Experience in FMCG procurement will be considered a definite advantage.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.
- A proven ability to lead and direct multi-disciplinary teams.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

If you have the right qualifications and experience, please submit your curriculum vitae with copies to email address vacancies@lankasathosa.org within 10 days of this advertisement.

(The post applied should be indicated in the Subject line of the email)

(The organization will correspond only with the short listed candidates)