

JOIN THE MOST AWARDED BANK IN SRI LANKA EXECUTIVE ASSISTANT – PROCUREMENT



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World. Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

JOB PROFILE

- Assist in coordinating procurement operations, including supplier management, quotation handling, and purchase order processing to ensure timely delivery of required goods and services.
- Serve as a primary point of contact between the Procurement Department and internal / external stakeholders including vendors/service providers and other departments.
- Maintain accurate records of procurement transactions using relevant Software systems and databases, ensuring compliance with bank policies and regulatory requirements.
- Prepare and review procurement documents, reports and presentations ensuring accuracy, completeness, and adherence to procurement guidelines.
- Evaluation of suppliers by collecting quotations, comparing offers, analyzing cost, quality, delivery timelines and make recommendations.
- Assist in contract management by monitoring renewal dates, ensuring documentation is up-to-date and coordinating with relevant departments for approvals.
- Coordinate procurement-related activities such as vendor meetings, site visits, tender openings, and follow-ups to ensure smooth workflow.
- Ensure all goods and services comply with specifications, budgetary limits, and sustainability requirements of the bank.
- Provide support for special projects and procurement initiatives including digitization efforts, sustainability projects, and process improvements.
- Preparation of management reports, expenditure summaries and procurement status updates for decision-making.
- Provide comprehensive administrative support to the Procurement Department including scheduling meetings, managing correspondence and maintaining filing systems.

APPLICANT'S PROFILE

- Degree or Diploma in Supply Chain Management, Procurement/ Logistics or a related field.
- Age should be below 30 Years
- Minimum of 2 years' experience preferably in Supply Chain, Procurement/ Logistics or a related administrative role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) with strong computer literacy and the ability to work with ERP systems.
- Excellent verbal and written communication skills, with the ability to interact professionally with internal departments, vendors, and stakeholders.
- Strong attention to detail and high accuracy when handling documents, purchase orders, reports, and financial or procurement records.
- Ability to work under pressure, manage multiple tasks, and meet tight deadlines in a fast-paced procurement environment.
- Proactive problem-solving skills with the ability to identify procurement issues and propose effective solutions to improve workflow and operational efficiency.

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.

To apply, please visit,

www.combank.lk

Careers

Open Positions

Executive Assistant -
Procurement

 **COMMERCIAL BANK**