

Executive - Supply Chain

John Keells Office Automation (Pvt.) Ltd., the authorized distributor for **Toshiba** – Digital Multifunctional Copiers, Consumables , **Samsung** – Mobile Phones and Tabs, Hospitality TV, Large Format Displays (LFD), and Video Walls, and Printer Consumables, **ViewSonic** – Multimedia Projectors and Digital Boards & Panels , **RISO** – Digital Duplicators & Consumables , **ASUS** – Notebook PCs and, EPads, and Desktop Computers **FEC** – POS Solutions, **Zebex** – Barcode Scanners, **Bixolon** – Receipt Printers, **Rio Touch** Smart bords and panels , **OCP** – UPS, **Cassida** – Cash Counting Machines.

Job Responsibilities

- Analyze the purchases, forecast sales trends and manage ordering to have an optimum stock level.
- Analyze and maintain the inventory, develop reporting dashboards to the Management.
- Play an active role in process implementation and improvement.

Person Specifications

- Part or fully qualified Degree in Supply Chain Management.
- Minimum 2-3 years of work experience in a similar capacity.
- Being deadline oriented and ability to work in a fast-phased work environment.
- Thorough knowledge in MS applications would be an advantage.

Interested candidates are encouraged to apply on HIVE before the 30th June 2025

28 May 2025



John Keells Group is an equal opportunity employer, and we invite applications from all suitably qualified individuals to join our team.