

Executive - Procurement

Sri Lanka

 BE THE FIRST TO APPLY

JOB DESCRIPTION

Executive – Procurement

He or she should be the detail-oriented **Procurement Executive** to manage the sourcing and procurement of engineering items from both local and international suppliers. The ideal candidate will be responsible for ensuring timely and cost-effective procurement while maintaining quality standards and aligning with company objectives. This role involves strategic supplier management, price negotiations, inventory optimization, and coordination with internal stakeholders to meet operational and project needs.

Key Responsibilities

- **Vendor Management:** Identify, evaluate, and develop reliable local and international suppliers for engineering items.
- **Sourcing and Negotiation:** Obtain competitive quotations, negotiate pricing, payment terms, and delivery schedules to achieve cost efficiency.
- **Procurement Execution:** Place purchase orders, follow up on deliveries, and ensure on-time receipt of materials.
- **Compliance and Documentation:** Ensure all procurement activities comply with company policies, legal requirements, and quality standards. Maintain accurate records of procurement processes and transactions.
- **Stakeholder Collaboration:** Work closely with engineering, production, and logistics teams to understand requirements and ensure seamless material availability.
- **Inventory Optimization:** Monitor inventory levels to avoid overstocking or stockouts, and support planning for engineering-related projects.
- **Problem Resolution:** Address any issues related to supplier performance, delivery delays, or quality discrepancies promptly and effectively.
- **Market Research:** Stay updated on market trends, new suppliers, and cost-saving opportunities to improve procurement strategies.

Requirements

- Proven experience in procurement, particularly in engineering or technical items.
- Strong negotiation, communication, and interpersonal skills.
- Knowledge of local and international procurement processes, including import regulations.
- Proficiency in procurement software and tools.
- Analytical mindset with the ability to manage multiple priorities effectively.

Join us to be a part of a forward-thinking team, contributing to the efficiency and success of our procurement operations.

We seek a dedicated, result oriented young individual with good communication skills and sound personal attributes for the aforementioned position.

The suitable candidate should possess:

- A Degree or Advanced Diploma, preferably in Logistics and Supply Chain Management.
- 2 – 3 years of proven experience in procurement, particularly in engineering or technical items.
- Strong negotiation, communication, and interpersonal skills.
- Proficiency in SAP (purchasing module)
- Knowledge of local and international procurement processes, including import regulations.
- Proficiency in procurement software and tools.
- Analytical mindset with the ability to manage multiple priorities effectively.
- Self-motivated with the ability to work independently and without supervision.
- Strong organizational and problem-solving skills

The remuneration package for the above position is very competitive and the rewards are performance driven. If you think you have what it takes to be successful in this challenging role, please apply **within 07 days** of this publication by email to **hrd@alumexgroup.com** or by post to **Deputy General Manager – HR and Admin, Alumex PLC, Pattiwila Road, Sapugaskanda, Makola** indicating the position applied for on the subject line of the email or on the top left corner of the envelope. Influencing will not have any bearing on the selection process, which is merit based. Hayleys is an Equal Opportunity Employer.

APPLY NOW

JOB INFO

Job Identification	1890
Posting Date	05/17/2025, 05:36 PM
Apply Before	05/23/2025, 12:00 AM
Job Schedule	Full time
Locations	 No 24/2A, Gonawala, LK