

SriLankan | Full time

Procurement & Shipping Executive

Katunayake, Sri Lanka | Posted on 12/08/2025

I'm interested

Share job via email

Share this job with your network



[Job listing](#) > [Job details](#)

Job Description

- Initiate tender exercises based on the Annual Procurement Plan in compliance with Government Procurement Guidelines.
- Finalize tender processes within the stipulated timeframes.
- Prepare tender documentation including: Bidding documents, Technical reports, Bid advertisements, Board papers
- Organize and facilitate tender-related meetings such as Pre-bid meetings, Bid opening meetings, Technical Evaluation Committee (TEC) meetings, Department Procurement Committee (DPC) Minor Procurement Committee (MIPC) meetings
- Record and maintain accurate meeting minutes for all tender-related proceedings.
- Coordinate and manage the sample evaluation process in collaboration with relevant departments.
- Maintain proper and complete records of all tender activities.
- Review awarded contracts and manage contract execution with vendors.
- Conduct cost analysis with consideration of various Incoterms and engage in vendor negotiations.
- Perform market research to identify new products, pricing trends, and sourcing opportunities.
- Build and maintain a diverse and reliable supplier base.
- Participate in supplier inspections and prepare comprehensive inspection reports.
- Maintain strict confidentiality in all procurement-related activities.
- Request and evaluate quotations for all required items, focusing on cost-effective overseas vendors.
- Summarize RFQ evaluations and generate approval documents for minor imports and purchases.
- Prepare relevant reports for all assigned purchase transactions.
- Coordinate with government authorities to obtain necessary importation approvals.
- Ensure all purchase requirements are fulfilled on time using forecasting tools to prevent stockouts.
- Maintain and update a procurement database to monitor purchasing cycles and shipment plans.
- Assist the shipping department with required documentation and ensure timely deliveries.
- Update procurement information in the ERP system.
- Ensure all transactions are properly supported with documentation and follow up on vendor payments.
- Adopt and maintain a structured and informative filing system.

Requirements

- Full or Part Professional Qualifications in Supply Chain and Logistics with 01 year Experience in Executive Capacity.
OR
- Having a Bachelor's Degree in Supply Chain & Logistics Management / Science / Mathematics / Commerce Stream / Advanced Diploma / MBA or any other similar qualification from a recognized University with 01 year Experience in Executive Capacity.
- Credit Passes for English and Mathematics for G.C.E. (O/L) and G.C.E. (A/L) qualification.
- Excellent Leadership Skills, Strong Negotiation Skills, Report Writing, Problem Solving Ability, Creativity, Sound planning and organizing skills coupled with a methodical approach to work
- High level of IT literacy including sound knowledge in MS Office, Excel & PowerPoint.
- Excellent written and verbal communication skills.

Job Information

Grade

8.1

Division Name

Procurement & Shipping Department

Date Opened

12/08/2025

Application Closing Date

26/08/2025

Job Type

Full time

Industry

Logistics

City

Katunayake

Province

Western Provence

Country

Sri Lanka

Postal Code

11450

Benefits

The selected candidate can be assured of an attractive remuneration package with fringe benefits.

I'm interested

[View all jobs](#) » [Visit website](#)

