



PROCUREMENT EXECUTIVE

Litro Gas Lanka Ltd, a trusted brand with 150 years' heritage of business and leading the market with more than 80% share. Our products are vital for every household and we fulfill them with our strongest and widest distribution network island wide.

We are looking for a result-oriented self-motivated male/female to join our team for the above position.

Key Responsibilities :

- Manage end-to-end procurement processes in line with Government procurement guide lines and regulations, company policies and procedures.
- Source, evaluate, and manage with suppliers to ensure quality and cost- effective procurement.
- Handle all import / clearance documentation and ensure compliance with relevant regulations.
- Maintain and update procurement records, purchase orders, and supplier databases.
- Coordinate with internal departments to understand material and service requirements.
- Monitor inventory levels and ensure timely replenishment.

Requirements :

- Bachelor's Degree with second class in Logistics & Supply Chain Management, Science, Business Management or a related field
- Professional qualifications in supply chain Management (CIPS, ISM, ISMM, MICS etc.) and contract management experience would be an added advantage.
- Minimum of 5 years' experience in procurement or logistics & supply chain management.
- Strong communication, and analytical skills.
- Proficiency in MS Office tools.
- Age below 45 years.

An attractive benefits package awaits the right candidate. Please forward a current and updated CV with a recent passport-size photograph and two non-related referees, within 14 working days of this advertisement, mail to: careers@litrogas.com