



VACANCIES

PROCUREMENT EXECUTIVE

We are looking for a qualified and experienced Procurement Officer to oversee the purchasing activities and ensure that purchased items are both cost efficient and of high quality. The Procurement Officer's responsibilities includes preparation of invitation letters, invitation of quotations, evaluating supplier options, maintaining accurate reports and positive supplier relations.

» Scope of Work

- Overseeing and supervising the functions of the Purchasing Department.
- Preparing plans for the purchase of equipment, services and supplies.
- Management of Tender process and contracts.
- Following and enforcing the SLC's procurement policies and procedures.
- Reviewing, comparing, analyzing and recommending products and services to be purchased.
- Maintaining good supplier relations and negotiating transactions.

» Qualifications & Experience

- A Degree/Diploma in Purchasing and Supply Chain Management from the institute of Supply and Materials Management.
- Any other similar professional qualification from a recognized institution.
- At least 04 years' experience in handling purchasing in a Public or a reputed private sector organization.
- Strong communication, written and negotiation skills.
- Proficiency in computer including Microsoft Office.
- Should be a goal oriented and organized team player.

Closing Date: Friday 03 July 2020 at 16:00 hrs.

**All applications and enquiries should be emailed to
vacancies@silankacricet.lk**

**Human Resources Dept.,
Sri Lanka Cricket,
No. 35, Maintland Place, Colombo 7 | Tel: 0112 691439**