



Purchasing Coordinator *Cinnamon Lakeside Colombo*

We currently have an exciting opportunity for a **Purchasing Coordinator** to join Cinnamon Lakeside Colombo. Cinnamon Hotels & Resorts is Sri Lanka's largest hotel owner with a portfolio of 15 Hotels and Resorts in both Sri Lanka and Maldives. Adding to its portfolio, the much-anticipated project valued at 1 Billion USD – Cinnamon Life Integrated Resorts, will be opening soon. Cinnamon Hotels & Resorts is a member of John Keells Holdings PLC, the largest listed conglomerate in Sri Lanka.

Key Responsibilities

- Maintaining internal databases and updated records of purchased products, delivery information and invoices.
- Maintaining daily inventory reconciliations and coordinating with stores staff to ensure proper storage.
- Obtaining competitive quotations for purchase requisitions.
- Processing purchase requisitions and purchase orders.
- Tracking orders and ensuring quality and timely delivery of purchased products.
- Analyzing data and forecasting requirements with vendors.
- Setting up, planning, and coordinating with vendors.
- Maintaining and creating detailed reports.
- Handling stationary requirements, preparing correspondence letters and coordinating other requirements of purchasing department.
- Performing internal inventory audits.

The ideal candidate should possess

- A certificate in Procurement Management / Diploma in Accountancy or higher.
- Minimum 1 year experience in a similar capacity, preferably in a five-star property.
- Good knowledge of vendor sourcing.
- Excellent communication, negotiation, analytical and interpersonal skills.
- Ability to work well with minimal supervision.

Interested applicants may e-mail their resumes to careers-lakeside@cinnamonhotels.com on or before 20 September 2022, mentioning **Purchasing Coordinator** in the subject line.

Your great journey starts here!