

BMICH

**SWRD BANDARANAIKE NATIONAL MEMORIAL FOUNDATION
THE OWNER AND MANAGEMENT ARM OF THE BMICH INVITE
APPLICATIONS FOR THE BELOW POSITION**

ASSISTANT MANAGER – PROCUREMENT

Assistant Procurement Manager will be required to liaise regarding Procurement requirements of all departments for their required material and negotiate with suppliers in obtaining the best prices to reduce the cost of Procurement. Should carry out periodical and regular price checks on existing as well as new suppliers and compare them with market prices to ensure the attainment of departmental objectives and maintain a smooth Procurement function to provide an effective service, whilst complying with the requirement of the Procurement manual of the Foundation.

Responsibilities

- Lead and direct the Procurement team to execute and complete the Procurement activities in a timely manner.
- Possess a smart, pleasant and an outgoing personality with excellent communication, presentation, and negotiation skills.
- Have sound knowledge of procedures, procurement guidelines per the Procurement manual and competence to work in compliance with same.

Educational Qualifications & Experience: -

- Possess a Degree in Supply Chain Management from a university recognized by University Grants Commission. and/or
- Possess a Professional qualification from the Institute of Supply and Materials Management (ISMM) or any other relevant professional qualification.
- Minimum 5 years hands-on experience in a Senior Executive role in Procurement, preferably within the hospitality industry and in an Enterprise Resource Planning (ERP) Procurement environment.

Age band & Attributes: -

- Age band is between 35 to 45 years.
- Professionalism and high integrity, adherence to Policies & Procedures combined with self - motivation
- Ability to work in teams and make decisions independently.
- Willingness to be flexible in work arrangements and adherence to meet tight deadlines.

How to apply for above position: -

- Please forward your CV along with contact details on or before 06th Feb 2023 to careers@bmich.com
- Only those possessing the minimum advertised qualifications, experience, age band and attributes will be shortlisted for preliminary interviews.
- The selection decision of the interview panel will be final and selections will purely be on merit

