

Management Trainee

We are a rapidly growing Australian-owned apparel manufacturer located in Biyagama EPZ. Are you a proactive and detail-oriented individual looking to kickstart your career in procurement? Do you possess excellent organizational skills and a passion for negotiation? If so, we have a fantastic opportunity for you to join our team as a Trainee Purchasing Executive!.

RESPONSIBILITIES:

- ① Assisting senior purchasing executives in sourcing and purchasing quality products and services for the company.
- ① Conducting market research to identify potential suppliers, comparing prices, and negotiating favorable terms.
- ① Preparing and processing purchase orders and ensuring timely delivery of goods and services.
- ① Monitoring inventory levels and collaborating with various departments to ensure optimal stock levels.
- ① Handling inquiries and resolving issues related to orders, deliveries, and invoices.
- ① Maintaining accurate records of purchases, pricing, and supplier information.
- ① Assisting in evaluating supplier performance and identifying opportunities for improvement.
- ① Staying up-to-date with industry trends and best practices to contribute fresh ideas to the procurement process.

REQUIREMENTS:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field (candidates in their final year of study may also apply).
- Excellent written and verbal communication skills.
- Strong analytical and negotiation skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work well under pressure and meet deadlines.
- A proactive and self-motivated approach to work, with a keen eye for detail.
- Prior experience in purchasing or supply chain management is an advantage but not mandatory.

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