

WE ARE HIRING

Management Associate/ Procurement & Supplies

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for an energetic and result oriented individual to join our team as Management Associate/ Procurement & Supplies attached to the Department of Administration.

Key Duties & Responsibilities:

- Executing functions and responsibilities involved in the institutional procurement process, ensuring compliance and the smooth functioning of procurement activities in a timely manner.
- Coordinating with internal stakeholders to consolidate procurement needs.
- Carrying out market research, handling the registration process of suppliers, and obtaining credit facilities.
- Establishing and maintaining strong relationships with vendors, identifying and evaluating potential suppliers, and staying updated on market trends, new products, and supplier innovations.
- Managing disputes related to delivery or contract completion and ensuring end-user satisfaction.
- Inspecting & evaluating supplier performance based on quality standards, delivery timelines, and pricing, ensuring all criteria are met, and addressing any issues with suppliers as necessary.
- Contributing ideas and recommendations to enhance procurement strategies that align with organizational objectives

Minimum Requirements:

- A bachelor's degree in Logistics & Supply Chain Management or a relevant field from a recognized university/ institution
- At least two years of relevant work experience after obtaining the educational qualification
- Strong communication & interpersonal skills
- Excellent negotiation skills
- Hands on experience in MS Office package

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to careers@slit.lk clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.



YEARS OF EXCELLENCE
SLIIT UNI
THE KNOWLEDGE UNIVERSITY