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MAY 2020 – APR 2021
LKA

HNB Assurance PLC is currently looking for a suitable candidate to fill the following vacancy:

Procurement Assistant

The Job Role:

- Negotiating with suppliers for product/ service pricing to obtain cost and quality advantage to the business within allocated budgets.
- Place orders for products/services after getting the approval from the management.
- Conduct procurement evaluations.
- Follow up on deliveries on Suppliers / Contractors to meet the delivery dead lines.
- Maintaining and updating procurement registers, Vendor Master Files and other procurement related databases.
- Prepare management information reports.
- Handle payments related to Centralized Procurement Unit and coordinate with all internal & external stakeholders regarding the payment clearances/issues.
- Carryout periodical supplier evaluations, job satisfaction surveys and conduct site/supplier inspections.
- Other ad-hoc duties assigned by the management.
- Prior Experience/Knowledge in procuring any/all of the following would be an added advantage:
 - IT Licences, Hardware, Middleware components, Desktops and Laptops
 - Handling Maintenance contracts of IT and Administration
 - Office equipment, Air Conditioning, Mobile devices and Premises maintenance
 - Corporate branding – Indoor and outdoor
 - Printed items and other Stationery requirements
 - Organizing corporate events and Training

The pre-requisites for the position would be:

- Certificate or Diploma level qualification in Supply Chain Management, Logistic Management or Business Management
- At Least 1-2 years of experience in Insurance / Finance / Service industry.
- Good working knowledge of Microsoft office & Excel.
- Good knowledge of English (Ability to converse in Tamil would be an advantage).
- Ability to be creative, flexible and responsible towards organizational needs
- Must be a team player.
- Go-getter and willingness to travel any part of the country.

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to hr@hnbassurance.com (state the position applied on the subject line).

