

PickMe is the most successful local Tech Startup to date, funded by a consortium of local investors and IFC (a sister company of World Bank). As the front runner in the country's digital revolution, PickMe is shaping the future of mobility in Sri Lanka. Our technology is 100% homegrown, built by local engineering talent using world-class technology.

Senior / Executive Procurement Facilities

RESPONSIBILITIES

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors and vendor record maintenance including vendor registration and periodic evaluations.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Planning and coordinating all installations and refurbishments related to Office premises & branches.
- Managing the upkeep of facilities and supplies to meet health and safety standards.
- Review utilities consumption and strive to minimize costs
- Coordinating with internal & external stakeholders in relation to procurement & Facility management activities.

QUALIFICATIONS

- Bachelor's degree in supply chain management, logistics, or business administration.
- Proven experience managing supply chain operations for minimum 2 years.
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail-oriented.
- Excellent analytical and problem-solving skills.

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PickMe