



We are
Hiring!

PURCHASING EXECUTIVE

A leading ISO 9001:2015, ISO 22000, ISO 14001, HACCP and GMP certified herbal drugs manufacturing company having island wide distribution, seeks enthusiastic and dynamic individual for the post of purchasing executive whom will be directly reporting to the Managing Director for their manufacturing and distribution facility at Puwakpitiya, Awissawella.

Education, Experience and Skills

- Degree in Supply chain management/Logistics/ Business administration or any other related qualification
- Part or full qualification of accounting from a recognized institution will be an added qualification
- Experience in similar field will be an added advantage.
- Minimum 2-3 years of experience in similar capacity.
- Good knowledge in Microsoft Office Packages.
- Good Communication Skills in both Sinhala and English.
- Experience in ERP modules and good analytical & presentation skills.
- Excellent negotiation skills, Interpersonal skills and be a team player.
- Should have a valid riding license and willing to travel for supplier visits.

Roles and Responsibilities

- Maintaining the purchasing policy and ensure that all material purchases including raw, packing and other materials adhere to same.
- Responsible for planning and directing all materials (Raw materials, Packing materials ect.) and supply to reduce costs and improve quality.
- Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them. Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
- Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels and maintaining reorder level according to procurement theories.
- Liaise and maintain very good rapport with other departments, particularly with accounting, manufacturing and Stores.

Above the industry average salary and other benefits including career progress is available for the correct candidate. Please email/post your CV with the expected salary, the earliest starting date and contacts of two non-related referees within 10 days of this advertisement.

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