

PROFESSIONAL MET CONSULTANCY SERVICES (PVT) LTD (ProMET)

Professional MET Consultancy Services (Pvt) Ltd. (ProMET) is an ISO 9001:2015 Certified, Energy and Environmental Services Company in Sri Lanka engaged in serving the business community in the industrial sector on providing practical solutions in Management, Environment and Technology of Energy Conservation.

Over the last 25 years, we have established ourselves as a reliable service provider in the energy sector and expanded our scope to become a Group of Companies with three affiliated companies.

We are now looking for experienced professionals to fill the following vacancies.

PURCHASING ASSISTANT

Key Accountabilities:

- Ensure that all local purchase requisitions are attended to without delay
- Assist in the procurement of special raw materials/spare parts required for projects
- Ensure that items purchased match the exact specifications given by the Engineering department
- Visit suppliers to check specification when necessary
- Assist in preparing and maintaining documents for ISO 9001:2015 Quality Management System
- Submit management information reports periodically

Qualifications & Experience:

- Passed the GCE (A/L) in mathematics/technology stream
- Minimum 3 years' experience in a similar capacity
- Good communication skills in English (both written and oral)
- Ability work with minimum supervision
- Excellent IT skills – MS Excel and accounting packages (QB)
- Experience in purchasing material for engineering projects will be a distinct advantage
- Professional qualifications in purchasing management from a recognized institute will be an added advantage
- Be willing to travel to project sites when necessary
- Be below 30 years of age

The remuneration package for this position is negotiable and is based on qualifications & experience.

MANAGEMENT TRAINEES

Qualifications:

- Be less than 25 years of age
- A graduate in Physical Science/Mathematics/Business Management/Supply Chain Management from a recognized university
- Excellent interpersonal skills
- Excellent verbal and written communication skills in English/Sinhala
- Outgoing personality
- Achievement oriented
- Outstanding leadership skills
- Sound numerical, analytical and presentation skills
- Willingness to learn
- Outstanding skills in using MS packages.

Training

- The selected candidates will get a comprehensive training in all the departments of the group of companies for 12 months.
- During the training period, an attractive training allowance will be paid.
- After successful completion of the training, candidates will be absorbed into the permanent cadre of the group as executives

Please email your resumes with contact details of two non- related referees within 7 days of this advertisement to vijitha@prometsl.com. The position applied for must be stated in the subject line of your e-mail.



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