

WE ARE

HIRING

Management Associate/ Procurement and 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 Administration team as Management Associate/ Procurement and Supplies.

Key Duties & Responsibilities :

- Discharge functions/responsibilities involved in the institutional procurement process in compliance with the same and ensure smooth functioning of procurement activities in a timely manner.
- Carryout market research, handle the process of registration of suppliers and obtain credit facilities
- Manage disputes in delivery/completion of contracts awards and make sure the end user satisfaction.
- Evaluate supplier performance based on quality standards, delivery time and best price and ensure all criterion are met.

Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university/ institution.
- At least two years of relevant work experience after obtaining the educational qualification.
- Good communication, problem – solving and project management skills.

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.



SLIIT **UNI**

THE KNOWLEDGE UNIVERSITY