



Procurement Assistant

Litro Gas Lanka Ltd is a trusted national brand with a proud 150 year heritage in business, leading Sri Lanka's LPG market with over 80% market share. Our products are essential to the daily lives of millions of Sri Lankans, and we ensure uninterrupted supply through the widest and most robust island wide distribution network in the country.

We are looking for a result oriented self motivated candidates to join our organization for above position.

Key Responsibilities:

- Assist procurement executives and senior staff in day-to-day operations of the procurement department.
- Maintain departmental records, supplier databases, and procurement files accurately and efficiently.
- Coordinate with internal departments and external stakeholders (such as suppliers and customs agents) to facilitate departmental activities.
- Assist in data entry, document processing, filing, and record management related to purchasing and imports.
- Follow up on delivery schedules to support departmental staff in achieving operational objectives and deadlines.
- Ensure confidentiality and accuracy of departmental information and records.
- Perform any other duties assigned by the Head of Department.
- Custom clearance of all goods including LPG.

Candidate Profile:

- Passed G.C.E. Advanced Level Examination.
- Having a CHA (Customs House Agent) license will be an added advantage.
- Having followed a certificate course in supply chain, procurement, and logistics will be an added advantage.
- Basic knowledge of Microsoft Office applications (Word, Excel, PowerPoint) would be an advantage.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Ability to work under pressure and meet deadlines.
- High level of integrity, professionalism, and attention to detail.
- Minimum 2 years' Prior experience in a similar capacity.
- Willingness to work extended hours, including weekends and public holidays when required, to support operational and business requirements.
- Age below 45 years.

An attractive remuneration package await the right candidate.

Please email your updated CV with a recent photograph and contact details of two non-related referees within 14 days of this advertisement to: careers@litrogas.com