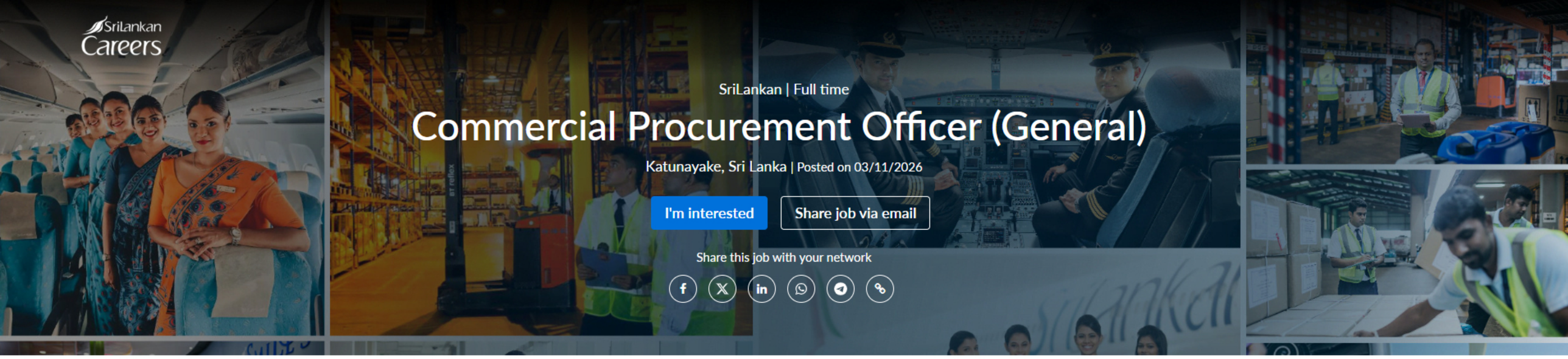


SriLankan | Full time

Commercial Procurement Officer (General)

Katunayake, Sri Lanka | Posted on 03/11/2026

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Job Description

To independently initiate and manage the procurement cycle for general items in a proactive and efficient manner, using the best market practices to achieve the lowest cost of procurement without compromising the expected quality of products & services while adhering to Government Procurement Guidelines/Manual.To independently manage the procurement cycle and all aspects of general procurement in a methodical, accurate and efficient manner to avoid any possible adverse effects that will disrupt the operational process.

Job Accountabilities:

- Timely procurement of General items (stock/nonstock/ capital) and services of a required quality at competitive prices within the approved budgetary limits to the maximum satisfaction of the internal customers and to ensure that goods/services are provided on time for operational continuity.
- Conduct market research and identify alternative brands, models, suppliers and substitute products to enhance competition, optimize procurement costs and maintain the required quality and technical standards.
- Carry out assertive negotiations with vendors to obtain discounts, credit facilities, payment method and after sales services from vendors to achieve cost reductions.
- Monitor procurement progress and follow up with suppliers and relevant internal departments on order fulfilment, delivery schedules, outstanding documentation, payment-related issues to meet operational requirements.

Requirements

• 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English with 2 years of experience.

OR

• 6 passes at GCE O/L in one sitting including a credit for English and full or part professional qualification with 2 year's work experience.

Good verbal and written communication in English and interpersonal skills would be advantageous.

The upper age limit should be 30 years as of 13th November 2026 which is the closing date.

Note: Trainee and internship experience will not be considered as work experience.

Be a Sri Lankan Citizen.
Employment will be offered on fixed term contract.
Influencing will be a reflection of unsuitability.
We are an equal opportunity Organization.
Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

I'm interested

Job Information

Division Name
Finance

Date Opened
03/11/2026

Application Closing Date
13/11/2026

Job Type
Full time

Industry
Airline - Aviation

City
Katunayake

Province
Western

Country
Sri Lanka

Postal Code
11450