

GPV Sri Lanka is looking for

Buyer

Prime Function

Monitoring inventory levels at the company and for purchasing supplies or items to replenish those inventory levels. In addition, the Buyer deals with vendors and intercompany on a daily basis.

Responsibility

- Ensure the continuous supply of required materials into the plants in order to satisfy customer demand and meet business requirements.
- Reach the optimized inventory level according to the agreed company targets following the defined procurement rules and processes.
- New Buy, Purchase Requisition (PR) and Purchase Order (PO) managing for the given raw materials.
- Executing of raw material expediting, pull, push and cancellation actions.
- Solving of goods receipt issues & Handling of Non-Conformity Reports (NCR) regarding quality, replacement, credit notes, partial delivery part.
- Accounts Payable (AP): resolving of invoice/PO match holds regarding goods receipt, customs, NCR issues.
- Order entry from procurement point of view & Order book matching between the site and suppliers.

Qualification

- Higher diploma in Purchasing & Materials Management at ISMM or equal qualification.
- 0-3 years' experience in a similar position.
- Behaves as an individual who has good or extensive experience and sound knowledge in procurement practice & focus on policy compliance.
- Purchasing and/or Commodity analytics experience preferred.
- English language skills, written and spoken.
- Experience with ERP system, including proficiency in Microsoft Word, Excel and Outlook are mandatory.
- Attention to data integrity, data quality, and high productivity.
- Proactive thinking and problem solving.
- Excellent communication and organizational skills.

Application

Please forward your CV with two non-related referees to reach the following email
hr.lk@gpv-group.com
Tel : 031 4871500

About GPV

GPV is a knowledge-based outsourcing partner that has core competencies within high-tech and complex production of electronics and mechanical components and solutions. We employ more than 3,800 people at sites in Europe, Asia and the Americas. We service clients in the fields of Cleantech, Instruments & Industry, Medico and Transportation.

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