

**GPV Sri Lanka is looking for**

# Junior Purchasing Executive

## Prime Function

- The Junior Buyer is responsible to procure materials on time, from an authorized source, as per quoted price or better price with agreed quality level to reach customer request date with optimum inventory level.
- He/she has to liaise with all internal & external stake holders in the supply chain to achieve Supply Chain KPI's under operational excellence.

## 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

- Certification in Purchasing & Materials Management at ISMM or equal qualification.
- 1-2 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](mailto:hr.lk@gpv-group.com) (Tel : 031 4871500)

## About GPV

*GPV is a knowledge-based, customer-driven EMS outsourcing partner that has core competencies within high-tech and complex production of electronics and mechanical components and solutions. We generate a revenue at about DKK 2.8 billion and employ more than 3,700 people at sites in Europe, Asia and the Americas. We service clients in the fields of Cleantech, Instruments & Industry, MedTech and Transportation.*

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