

WE ARE HIRING!



Procurement Assistant

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



Responsibilities

- Maintain records of purchases, pricing, and other important data
- Update the list of suppliers and their qualifications, delivery times, and potential future developments
- Work with the procurement manager and team members to complete duties as needed
- Process returns/credits and assist in resolving invoice problems
- Track orders and ensure timely delivery
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Liaise with relevant departments and vendors to ensure all progress of orders and requisition are well communicated

We are Looking for

- Part qualification in a Supply Chain/ Procurement related degree or a related diploma.
- Course certification in Government procurement procedures would be an added advantage
- Minimum 1 year of related procurement experience
- Experience in strategies sourcing or knowledge of science and laboratory equipment, supplies, and service in a research environment would be an added advantage

Competencies and Skills

- Proven ability to work independently in a fast-paced environment, handling multiple tasks and changing priorities while meeting deadlines professionally
- Effective in collaborating with diverse individuals, including management, technical experts, and relevant departments
- Good organizational skills
- An eye for quality; detail oriented
- Good computer skills with knowledge of software such as Microsoft packages
- Good writing and oral communication skills in both English and Sinhala

Please email your CV including two non-related referees, mentioning the position in the subject line, before

10th October 2025

E-mail: slibtec@gmail.com