



## Procurement & Inventory Support Executive

POSITION DESCRIPTION	
Position Title	Procurement & Inventory Support Executive
Location	Parkland Building, Colombo 02
Business Unit/Site	NTG Shared Services
Reporting to	General Purchasing Lead / SSNZ Team Lead
Direct Reports	N/A
Key Working Relationships	Procurement, Accounts, Stores Teams, Inventory Controller
<p>The North Technology Group (NTG) originated in 1957 with North Sails (the global leader in sail-making). Today, North Technology Group is a diverse family of companies serving marine and manufacturing markets worldwide. NTG Shared Service Centre enables North Technology Group businesses to develop and deliver innovative marine technology products and services to customers with improved profitability through the provision of market leading back-office services, which are coordinated and delivered by experienced professionals. We are looking out for a young and dynamic individual to join our Sri Lankan Shared Service Centre as a "Procurement &amp; Inventory Support Executive."</p>	
Role Summary	
<p>The suitable candidate is required to provide administrative support to the New Zealand based procurement team and Inventory Controller to ensure smooth and effective procurement operations.</p>	
<p><b>Responsibilities - Procurement &amp; Inventory Administration</b></p> <ul style="list-style-type: none"> <li>• Provide Administrative Support to the procurement team and Inventory Controller</li> <li>• Raising Purchase Orders and monitoring approval status</li> <li>• Manage timing and raising of POs to cover all inventory held on site in New Zealand</li> <li>• Coordinating with Accounts Payable team and resolve issues</li> <li>• Effective Communication between New Zealand procurement team and Sri Lankan AP team</li> <li>• Material Issuing in the ERP and co-ordinate with inventory controller</li> <li>• Auditing Scanned Packing Slips and resolving any discrepancies</li> <li>• Receiving POs</li> </ul>	



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Skills and Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree in supply chain, Logistics, or General Management.</li> <li>• Professional qualifications related to the field are advantageous.</li> <li>• Minimum 2 years of experience in Procurement or Purchasing.</li> <li>• Previous experience in a Manufacturing Environment would be an added advantage.</li> <li>• Strong documentation and record-keeping skills.</li> <li>• High proficiency with Microsoft Office applications.</li> <li>• Ability to work independently with minimal supervision and also be a team player.</li> <li>• Proficiency in English, both verbal and written.</li> <li>• Analytical and solution-oriented approach to work.</li> <li>• High attention to detail and computer literacy.</li> <li>• Strong problem-solving, and interpersonal skills for effective collaboration with diverse people and cross-functional teams.</li> <li>• High level of personal integrity and ability to work under pressure in a dynamic, team-based environment.</li> <li>• Ability to build strong relationships with clients and customers.</li> </ul>
<p>We are an equal opportunities employer who does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, or any other basis. We offer a range of tailored benefits and support from healthcare benefits to self-development training. The selected candidate will be entitled to the following:</p> <ul style="list-style-type: none"> <li>• Permanent Position</li> <li>• Salary at the Market rate</li> <li>• Yearly Performance Bonus</li> <li>• Healthcare Insurance + Dental Care</li> <li>• Self-development training (Internal/External)</li> </ul>
<p>If you are keen &amp; interested in working at one of the World's Leading Marine Group's and work towards developing something special, please do send in your CVs with two non-related references to <a href="mailto:careers@ntgssc.com">careers@ntgssc.com</a>.</p>

