



# VACANCY

We are a subsidiary of Sri Lanka's leading private commercial bank Hatton National Bank PLC, and a leader in the finance industry with an immaculate record of over 25 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 branches across the island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance. In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

## SENIOR EXECUTIVE / ASSISTANT MANAGER – PROCUREMENT

### Duties and Responsibilities

- Oversee and manage the procurement process across Head Office and branch network
- Assist in developing strategies, policies, guidelines, and operational procedures.
- Handle end to end purchasing activities including supplier evaluation, order placement, payment coordination, and delivery to branches.
- Ensure branches are adequately equipped with required tools, equipment, and resources.
- Manage printing, stationery, courier, and utility-related procurement.
- Support administration functions and participate in special projects as required.
- Coordinate with internal departments and external parties to ensure smooth operational delivery.

### Attributes and Qualifications

- Degree/Diploma in a related field.
- Around 3-5 years' experience in procurement or a related field.
- Strong communication, negotiation, and leadership skills.
- Sound analytical, strategic planning and time management abilities.
- Proficiency in MS Office applications with strong problem-solving skills.
- High ethical standards, emotional maturity and ability to work effectively in a team.

If you are willing to take up the challenge, forward your resume via e-mail OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to [HRTalentTeam@hnbfinance.lk](mailto:HRTalentTeam@hnbfinance.lk) Please indicate the post applied for and your preferred location on the top left-hand corner of the envelope or in the subject line of your e-mail.

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