



## Join Our Team

# PROCUREMENT & LOGISTIC EXECUTIVE

### DEPARTMENT:

Procurement & Logistic

### WORK LOCATION:

ILAA Head Office, Hulhumale'

### WHAT YOU'LL BE DOING:

- Source local and international suppliers for goods and services.
- Request quotations, evaluate offers, negotiate prices, and recommend suitable suppliers.
- Prepare purchase requisitions, purchase orders, and procurement documentation.
- Follow up with suppliers to ensure timely delivery and compliance with specifications.
- Coordinate shipping, freight forwarding, customs clearance, and transportation.
- Maintain accurate records of purchases, suppliers, shipments, and inventory.
- Coordinate with finance and other departments to ensure timely payments and smooth operations
- Identify cost-saving opportunities while maintaining quality and delivery standards.
- Maintain shipment tracking with payment updates.

### WHAT WE'RE LOOKING FOR:

- Diploma in Procurement, Supply Chain Management, Logistics, Business Administration, or a related field. (Added Advantage)
- Minimum of 2–3 years of relevant experience in procurement, purchasing, logistics, or supply chain operations.
- Experience in supplier sourcing, quotation comparison, purchase order processing, and supplier negotiations.
- Experience coordinating international shipments, customs clearance, and local deliveries.
- Sound knowledge in access of local portals such My Bandharu and Custom portal.
- Good knowledge of procurement procedures and purchasing practices.
- Experience using ERP, inventory management, or accounting software is an advantage.

### WHAT WE OFFER:

- Competitive salary
- Performance bonus
- Medical insurance
- Professional development
- Career progression
- Supportive working environment

If you meet the above requirements, please forward your resume, together with contact details for two non-related referees and copies of relevant certificates, to [hr@ilaamaldives.com](mailto:hr@ilaamaldives.com)

**APPLY BEFORE 01<sup>ST</sup> NOVEMBER 2026**

FOR MORE INFORMATION:

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