

Spare Parts Executive

Description

The Spare Parts Executive is responsible for managing the procurement and inventory coordination of spare parts, identifying technical components, coordinating with suppliers, processing purchase orders, maintaining ERP records, and ensuring the timely availability of spare parts to support service operations.

Responsibilities

- Identify spare parts using technical manuals, catalogs, exploded diagrams, and parts books.
- Coordinate with local and international suppliers to obtain quotations and technical specifications.
- Liaise with the service department to ensure accurate spare part identification.
- Prepare and process spare parts purchase orders according to company procurement procedures.
- Monitor purchase orders and follow up with suppliers to ensure timely deliveries.
- Coordinate with suppliers and logistics teams to resolve delivery delays, discrepancies, and shipment issues.
- Prepare purchasing documentation and monitor delivery schedules.
- Maintain accurate inventory coordination and update ERP systems.
- Keep accurate records of purchase orders, supplier communications, and delivery documentation.
- Monitor stock levels and recommend reorder quantities to prevent stock shortages.

Job Benefits

- **Basic Salary:** Rs. 60,000 – Rs. 80,000
- **Net Salary:** Rs. 60,000 – Rs. 150,000
- **Additional Benefits:**
 - Performance incentives
 - Bike allowance
 - Fuel reimbursement
 - Cost reimbursement

Qualifications

- Diploma or Certificate in Mechanical Engineering, Electrical Engineering, Automobile Technology, or Supply Chain Management.
- Minimum **2–3 years** of experience in spare parts handling, procurement, or technical inventory coordination.
- Strong communication and negotiation skills.
- Good knowledge of **MS Excel** and **ERP systems**.
- Fluency in English.
- Excellent attention to detail and accuracy

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Automobile Industry

Employment Type

Full-time

Job Location

Mabima, Mabima

Contacts

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