we are

HIRING!

Procurement Executive

JOIN OUR TEAM AS A PROCUREMENT EXECUTIVE!

We are looking for a dynamic Procurement Executive to manage the procurement process, ensure timely and cost-effective acquisition of goods required by the company. You will work closely with suppliers, negotiate contracts and ensure compliance with company policies and standards.

KEY RESPONSIBILITIES

- Develop and implement procurement strategies to optimize cost, quality, and delivery times.
- Identify and evaluate potential suppliers based on price, quality, and delivery capabilities.
- Negotiate contracts, terms, and conditions with suppliers to achieve the best possible deals.
- Manage supplier relationships and performance, ensuring compliance with agreements and addressing any issues that arise.
- Collaborate with internal departments to understand their procurement needs and ensure timely delivery of required materials.
- Monitor market trends and conditions to identify potential risks and opportunities.
- Maintain accurate records of purchases, pricing, and other important data.
- Ensure compliance with legal and regulatory requirements in all procurement activities.
- Prepare and present reports on procurement activities and performance metrics.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Proven experience in procurement, supply chain management, or a related role.
- Strong negotiation and contract management skills.
- Excellent communication and interpersonal skills.
- Ability to analyze market trends and make informed decisions.
- Proficiency in Microsoft Office Suite.
- Strong organizational and time-management skills.
- Attention to detail and ability to work independently

SALARY & BENEFITS

We offer a competitive remuneration package based on your qualifications and experience, with room for negotiation.

Apply now ✉ hr@sonee.com.mv

If you are interested, please forward your CV and supporting documents to hr@sonee.com.mv by December 3rd, 2026. Only shortlisted candidates will be notified.

SONEE HARDWARE