



WE'RE HIRING!

JOIN OUR TEAM

Leo Trading Pvt Ltd is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

PROCUREMENT OFFICER

Requirements & Skills:

- Prepare and process purchase orders through the ERP system.
- Source and procure goods from local and international suppliers, ensuring timely delivery, cost efficiency, and compliance with company requirements.
- Negotiate pricing, payment terms, and contracts to secure competitive procurement agreements.
- Maintain accurate supplier records and develop strong relationships with global vendors and logistics partners.
- Monitor stock levels and coordinate with outlets to ensure uninterrupted supply and timely replenishment.
- Work closely with warehouse, logistics, and accounts teams to ensure product quality, on-time delivery, customs clearance, and payment follow-ups.
- Coordinate import/export documentation and ensure compliance with international trade regulations and company policies.
- Analyze market trends, supplier performance, and procurement costs to identify savings opportunities and improve supply chain efficiency.

Salary: USD 500.00 ++ (Half paid in MVR)

We offer a great opportunity to succeed with a company that focuses on career development and growth.

If interested, you can apply through our mail

Application Deadline: 6th September 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv