

Responsibilities

- Look for profitable suppliers and develop long-term relationships with them.
- Negotiate with the vendors on reasonable terms.
- Approve the order of required good
- Prepare and maintain periodic reports for management on purchase, controls, and processes.
- Train and oversee personnel for procurement-related activities.
- Collaborating with the team to develop purchasing plans and find potential vendors.
- Comparing the prices of different vendors for gaining maximum ROI.
- Tracking the orders and ensuring timely deliveries.
- Updating order details into our internal databases.
- Verifying receipt of items by comparing items received to items ordered.
- Resolving shipments in error with suppliers.
- Record and update the details of vendors, discount offers, dates, etc. in our company's internal database.
- Be in touch with suppliers when required for change in orders or their confirmation.

Skill Required:

- Bachelor's Degree in Business Administration, Management or relevant field. (Currently pursuing Graduation can apply)
- Proficient computer skills (Microsoft office suite).
- Communication skill - Should have verbal, writing knowledge of English
- Ability to make quick decisions.
- Excellent networking and negotiation skills.
- Strong analytical skills for determining the best deals for the company.
- Strong conflict resolution skills.
- Hard-working individual.
- Good time management abilities.

Salary: As per Industry & Candidate standard