

Job Description

Job Title : **Executive – Purchase & Stores****Job Location** : Patiala**Position Reports To** : Head - Commercial

Main Purpose

The primary focus of this role is a responsibility to provide day-to-day Purchase and Stores such as Purchasing, call offers, making comparatives, negotiate and placing the Purchase Order and Receipts, issue, storage, inventory management, maintaining store records, etc

Qualification	Graduate in Commerce / Diploma in Engineering -Preferred
Experience	3-4 years of experience in the Purchase and Stores function
Competency	Day-to-day routine work of Purchase related activity and. Working with the team anfollow-up skills. Competent in problem-solving, team building and commercially aware. Preferably exposure to ERP-based working.

Specific Accountability & Job Responsibility

- Experience in the Purchase – call offers, make comparisons, negotiate, place Purchase Orders, follow up delivery, and payment processing.
- Experience in the store’s management activities such as unloading, receipt and issue as well as a posting-stock ledger.
- Managing the physical loading, unloading, storage, and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Liaison with the purchase for the low stock and overstock items and follow up for the same.
- The capability of handling stores with a very large number of items like consumables, office stationery, cleaning material, civil, electrical, and MEP items and general stores shall be preferred.
- Work together with the indenter/user departments to ensure that required parts are made available to user departments.
- Scrap disposal, E-Waste & Hazardous waste regulations where relevant, Used Oil, and Bio-Medical Waste.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **31st Aug 2022**.