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

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