

## Job Description

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

### Main Purpose

The primary focus of this role is complete Procurement activity such as call offers, make comparatives, negotiate and place the Purchase Order and expedite the delivery, and manage and make supplier payments as well as vendor registration, vendor evaluation , etc.

Qualification	Bachelor of Engineering
Experience	4 to 6 years of experience in the Procurement function.
Competency	Day to day routine work of Purchase related activity and. Working with the team and follow-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 comparison, negotiate, place Purchase Orders, follow up delivery and payment processing.
- Work requires high level of competence in the commercial aspects of procurement and imports- GST, customs clearances
- Good liaison with the dealers, CHA Agents, other third party agencies
- Highly proficient in the ERP based working environment
- Must have good experience in the work order and contracting
- Knowledge of the procurement of large span of items from Lab Chemicals, equipment, machinery and civil construction materials, electrical items and sanitary fittings
- Very energetic, dynamic and pro-active at work
- Very competent in completing the procurement
- Work together with the indenter / user departments to ensure that required parts are made available to user departments.
- 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) by **10<sup>th</sup> April 2023**