

Job Description

Post Name	Assistant Manager/ Deputy Manager (Purchase & Admin)
Age Criteria	Not more than 35 years as on the date of advertisement
Job Description	<ul style="list-style-type: none">• Soliciting quotations from multiple vendors based on requirement• Cost effective procurement of raw material within timelines and quality parameters• Coordinating and regular follow up with vendor and sites• Evaluating vendors and negotiating the price, delivery schedule and terms and conditions• Developing alternative local sources for cost effectiveness• Work on effective procurement and logistics procedure• Studying/Gathering/Surveying information on emerging products in the market• Analyzing vendors for getting insights knowledge for better negotiations & understanding the price reasonability• Effective management of vendor Data base and ABC classification of Vendors on the basis of criteria like cost, quality and timely delivery• Timely clearance of vendor payments and handling vendor inquiries• Developing various reports and MIS• Maintain all necessary purchase documents for audit purpose• Visit sites and stock audit to ensure reconciliation of physical stocks• Review purchase order claims and contracts for conformance to company policy.• Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;

- Assist with preparation of the budget
- Ensure Company Asset management & documentation of the same
- Assist with the audit activities
- Manage utilities bills and ensure payments of the same
- Ensure preparation & distribution of ID Cards
- Manage the filing, storage and security of documents
- Manage the repair and maintenance of office equipment
- Assist in managing insurance coverage
- Issue permits and licenses wherever required
- Supervise services and respond to stakeholder inquiries
- Administer & manage service contracts
- Ensure timely availability of office equipment and facilities.

Experience

Minimum 05 years of relevant experience in a reputed company.

Experience of working with government bodies or agriculture projects will be preferred.

Qualification

Any Graduate/ Any Post-Graduate(Full-time courses)

Skills

- Strong Negotiation skills
- Previous experience working successfully in a Purchasing capacity
- Experience in building and maintaining excellent relationships with suppliers
- Experience in increasing profitability through

successful implementation of a strategic approach to purchasing

- Excellent communication and supervisory skills

Remuneration

Pay Scale shall commensurate with skills, experience and market trends.

Location

Vadodara, Gujarat