



ASSISTANT / DEPUTY MANAGER (MATERIALS)

No. of Positions – One(1)

JOB PROFILE

Material planning and procurement for our Electrical Project activities which includes preparation of material indents, processing tenders, negotiating with vendors, assisting with vendor development, proactive liaison with other departments / project personnel in order to forecast / plan for strategies like outsourcing, developing vendor database, maintenance of optimum inventory, logistics, etc with an overall objective of meeting Project targets.

JOB DESCRIPTION

- Material planning and procurement
- Inventory control
- Tendering
- Tender negotiations
- Vendor Development and supplier accreditation
- Effective proactive liaison with other departments / Project Engineers in order to forecast / plan and meet the targets
- Maintaining purchasing information such Vendor performance, capabilities, etc.
- Compliance with relevant statutory guidelines

QUALIFICATIONS

Graduate Engineer (Mechanical / Electrical).

EXPERIENCE

Assistant Manager level – 5-7 years relevant experience

Deputy Manager level – 8-10 years relevant experience

in Purchase functions in Engineering / Manufacturing organization. Preference will be given to persons accustomed with PSU Purchase procedures, regulations, norms, etc both internal and as per external statutory and governmental agencies.

AGE

Assistant Manager level - Preferably around 30-35 years

Deputy Manager level - Preferably around 35-40 years

GENERAL:

- Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives.
- Remuneration will be commensurate with experience and qualifications and relaxation in age, qualifications, experience, etc., will be made only in the case of deserving candidates.
- Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications to GM(HR&ICT), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.