



## **JUNIOR OFFICER (PURCHASE)**

### **Job Profile:**

The incumbent will be required to prepare material indents, process tenders, negotiate with vendors, assist in vendor development, liaise with user / indenting departments, etc.

### **Qualification:**

BME / DME from a reputed Institute.

### **Experience:**

The candidate should have around 7 years experience in the Purchase function in an Electrical Engineering Industry. Should be conversant with various material procurement activities, identifying and developing vendors, ensuring timely deliveries. Must be familiar with PSU rules, regulations and norms regarding purchase procedures, etc. both internal and as per external statutory and governmental agencies.

### **Age:**

Preferably below 35 years