



OFFICER (MATERIALS)

One(1) Post

Job Profile:

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

Job Description:

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

Qualifications:

Graduate Engineer (Mechanical / Electrical).

Experience:

2-4 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:

Preferably around 30 years. Age may be relaxed for experienced candidate.

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 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.