

Team	Purchase
Role	Manager
Work Location	Nasik
Reports To	Director
Business Unit	DI
Job Code	PM-DI
Responsibilities	Reviews requisitions
	Confers with vendors to obtain product or service information such as price, availability, and delivery schedule
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	Supply chain management, Inventory
	Selects products for purchase by testing, observing, or examining items
	Estimates values according to knowledge of market price
	Determines method of procurement such as direct purchase etc & prepare PO's
	Reviews & negotiates contracts within budgetary limitations and scope of authority
	Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories
	Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action
	Approves invoices for payment
	Expedites delivery of goods to users
	Meet set targets
	Generate & submit MIS reports
Important Note	The responsibilities as indicated herein are not restricted to the above only. It gets enlarged along with upgrading on skills, need of the hour & business requirement
Experience Level	8 - 10 years
Preferred Age Group	30 - 40 years
Gender Preference	No
Academics	B.Com / Supply Chain Management/ Material Managements / Diploma / Digree in Elec / Mech Engg. MBA- Finance
Salary Range	Open to negotiate
Incentive	No
Travel requirement	Moderate