



Position:	Procurement Executive
Location:	Bangalore
Qualification:	Any Graduate
Past Experience area :	2 – 3 years of experience in handling Inventory, Purchase expertise, Negotiation skills.
Reporting to	VP / MD
Job Description	<ul style="list-style-type: none"> • Identify, research, and evaluate suppliers that meet the organization's standards of price, quality, timing, and reliability of supply. • Recognize and evaluate sales, promotional campaigns, and other opportunities to secure reduced prices. • Assess supplier's products to ensure they that they comply with specifications and meet the organization's quality standards. • Interpret inventory requests, production schedules, purchase requisitions, orders, and other documents to co-ordinate purchasing activities with the organization's current and anticipated demand for goods and materials. • Monitor the quality and timeliness of materials and goods supplied; follow-up the status of purchase orders with vendors to ensure timely delivery; and communicate status of orders with internal customers. • Maintain updated records of purchased products, delivery information and invoices. • Deal with non supplied, under orders, over orders and damaged goods.