

Job Description

Job Title : Executive– Purchase & Store **Job Location** : Patiala

Position Reports : Head - Commercial

Main Purpose

The primary focus of this role is responsibility to provide day to day Purchase and Stores such as Purchasing , call offers, make comparatives, negotiate and place the Purchase Order and Receipt, issue , storage, inventory management, maintain store records, etc.

Qualification	Graduate in Commerce / Diploma in Engineering -Preferred
Experience	3-4 years of experience in the Purchase and Stores function.
Competency	Day-to-day routine work of Purchase related activity and. Working with the team and follow-up skills. Competent in problem-solving, team building and commercially aware. Preferably exposure to ERP-based working.

Specific Accountability & Job Responsibility

- Experience in the Purchase – call offers, make comparisons, negotiate, place Purchase Orders, follow up delivery, and payment processing.
- Experience in the store’s management activities such as unloading, receipt and issue as well as posting in Stock ledger.
- Managing the physical loading, unloading, storage, and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Liaison with the purchase for the low stock and overstock items and follow up for the same.
- The capability of handling stores with a very large number of items like consumables, office stationery, cleaning material, civil, electrical, and MEP items and general stores shall be preferred..
- Work together with the indenter/user departments to ensure that required parts are made available to user departments.
- Scrap disposal, E-Waste & Hazardous waste regulations where relevant, Used Oil, and Bio-Medical Waste.
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **5th May 2022**.