



GROUP
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JOB DESCRIPTION

ROLE: Purchase Officer

SALARY AND BENEFITS: Negotiable

REPORTS TO: Team Leader - Purchase

LOCATION: Vadodara

PRIMARY RESPONSIBILITIES:

- Manage all activity related to purchase for UK site from India.
- To procure requirements of pharma for UK site.
- Maintain relation with UK suppliers and vendors.
- The primary duty of the Purchase officer is to select right supplier.
- Purchase order preparation and approval.
- Coordination with finance department of UK.
- Fullfill technical requirement from vendors to our UK team.
- Purchase of all machines related to pharma industries.
- Sending enquiries to suppliers, receiving quotations, Study the techno commercial implications and prepare comparative statements.
- Responsible for cost effective procurement of construction materials & consumables.
- Negotiation with vendors to get the best price & quality on materials purchased.

SECONDARY RESPONSIBILITIES:

- Manage all activity related to purchase for India as well.
- Material Sourcing and material vendor approval.
- Implement strategies and procedures for vendor development & timely purchasing.
- Implementation & maintaining ISO/other statutory requirements for purchasing activities.
- Ensuring timely delivery of material from vendors.
- Verifying the Purchase requisition received from various departments. Identifying & short listing of suitable Vendors. Verifying & checking invoicing & maintaining proper records as per ISO standards.
- It is duty of purchase officer to advise the production department regarding quality, quantity and market trend. His/her duty is also to co-ordinate with other departments.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- He/She should have excellent fluency in English communication.
- He/She should have wide knowledge of Microsoft Office and Internet.
- He/She should be a person of undoubted integrity, honesty, initiative and good conscience.
- He/She should be Pharma graduate with degree or diploma in Management.
- He/She should have complete information about the material which is required to purchase, so that requisite quantity of materials may be purchased at reasonable price from reliable suppliers.
- He/She should maintain proper documents like price list, catalogue, trade, journals to help him in finding out best possible market.
- He/She should have up-to-date knowledge of import-export, tax assessments, etc.
- He/She should be tactful in maintaining sound & friendly relation with his/her supplier.