

## **JOB DESCRIPTION**

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**ROLE:** Purchase Executive (European Language Expert)

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Buying Manager

**LOCATION:** Vadodara, India

**JOB TIMING:** 10:00am to 07:00pm UK Time

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### **PRIMARY RESPONSIBILITIES:**

The main responsibilities are in ordering stock, chasing deliveries, monitoring stock levels and carrying out related tasks.

- Person should be confident in communication of any one language like French, Spanish, Italian, Greek or Polish.
- Ordering and Monitoring Stock Levels.
- Using weekly stock and order reports for stock with less than 2 weeks' stock at the start of each week.
- Chasing up outstanding orders and placing new orders to achieve maximum product availability.
- Negotiating buying prices properly and referring to the Buying Manager or the buyers in London for guidance as necessary.
- Report the action taken by the end of each week and communicate with the Buying Manager in India.
- Each week review overstocks and reports these to the Buying Manager with promotional recommendations.

### **SECONDARY RESPONSIBILITIES:**

- Monitoring Sales and Margins.
- Promotions and Sales Analysis.
- Management Information and IT.
- Competitor Information.
- Transferring Stock.
- Miscellaneous Commercial Projects.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:**

- Strong excel, numerate and analytical skills.
- Proven commercial capability.
- Communication skills.
- Understanding of marketing and telesales.
- Knowledge of pharmaceuticals.
- Ability to take initiative and complete tasks quickly and accurately.

**Cab services available for Female candidates (Pickup & Drop).**