

## JOB DESCRIPTION

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**ROLE:** Purchase Executive

**SALARY AND BENEFITS:** Negotiable

**LOCATION:** Baroda, India

**JOB TIMING:** 2.30pm to 11.30pm & 3.30pm to 12.30am (Winter Timing)

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### PRIMARY RESPONSIBILITIES

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

- 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 Specials Manager in India
- Each week review overstocks and reports these to the Buying Manager with promotional recommendations

### SECONDARY RESPONSIBILITIES

- Monitoring Sales and Margins
- Promotions
- Sales Analysis
- Management Information and IT
- Competitor Information
- Communication
- Transferring stock
- Miscellaneous Commercial Projects

### ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

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