

We are searching for a well-organized purchasing executive to join our growing team. As the purchasing executive, you will carry out all tasks allocated by the purchasing manager, which may include conducting research on potential vendors and suppliers, inspecting goods, and updating records. You should be able to negotiate pricing and transport costs.

To be successful as a purchasing officer you should be able to multitask and evaluate products and vendors. Exceptional purchasing officers should be smooth negotiators with a keen eye for detail.

Purchasing Executive Responsibilities:

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Attending product launches and networking with industry professionals.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.

Purchasing Executive Requirements:

- Bachelor's degree in business, logistics, or a related field may be required.
- Previous experience of minimum 1 year in a similar position.
- Proficiency in the relevant management software programs.
- **Superb** written and verbal communication and **negotiation skills**.
- Great organizational and planning skills.
- The ability to identify market trends and make decisions in a high-stress environment.
- The ability to follow client specifications.
- Excellent networking and time management skills.
- The candidate must be local from Bhopal and can join immediately.

Contact:

Interested Candidates may send their resume to garima.hr@peoplesuniversity.edu.in / shivendra.hr@peoplesuniversity.edu.in or can call on 0755 – 4005059/5026.