

JD for Procurement Executive

Incumbent will be responsible for Procurement as per:

1. Preparation of detailed RFQ for the procurement and works contract.
2. Preparation of Purchase order, work contract.
3. Negotiation with different vendors / suppliers for price and terms along with and work contracts.
4. Tracking of the orders to ensure timely delivery and quality.
5. Coordination with Engineering, Business Development and Project Implementation team for preparing specifications for vendors and ensuring on time delivery as per Contract terms.
6. Coordination with suppliers for timely and cost effective procurement of material.
7. Coordination with Finance, Quality and Projects team for processing of Invoice and payment to vendors.