

Job Title - Purchase Officer
Department - Purchase / Stores
Report to - Director

Overview Job Description:

This position is responsible for sourcing and procurement of RM's / PM's / Engineering items and spares, consumables / lab chemicals / small plant and office equipment at competitive rates. Facilitate the improvement of quality and processes by procuring the right material at the right time and at a right price.

Duties and Responsibilities :-

- ❖ To co-ordinate with various departments for the procurement needs and fulfill the same in a time bound manner.
- ❖ Minimize the cost of inventory and get maximum service out of vendors by negotiating competitive rates.
- ❖ Maintain all the transaction documents properly along with the quotations received in compliance of ISO 9001:2008 requirements.
- ❖ To give proper feedback to production and liaison with quality control department to ensure that correct raw materials are being purchased as per quality standards.
- ❖ To have L1, L2 and L3 list of suppliers for all critical RMs / PMs and engineering items.
- ❖ Prepare MIS and analysis of vendor payments.
- ❖ Ensure efficient cost effective dispatch of finished and semi – finished goods to customers from IRMRA and also from vendors.
- ❖ Prepare SLAs and AMC of various equipment's, instruments and utility items.
- ❖ Ensure statutory compliance in terms of service tax, Excise, VAT, LBT / Octroi and any other.
- ❖ Follow laid down procedure as per e-procure as far as possible including inviting tenders.

Qualification :- BE / B.Tech (Mechanical / Chemical engineering), Diploma in materials management desirable.

Pay Scale :- PB2 Rs.9300-34800 + GP 4600 and allowances as applicable to IRMRA employees

Experience :- 10 to 15 years of experience in handling procurement and stores / E-procurement system.

The candidates fulfilling the above criteria are required to send their applications (signed hard copy) in sealed envelope on or before 01.03.2016 upto 17.00 hrs. in the name of Director, IRMRA.

Address: - Plot No.254/1B, Road No.16V, Wagle Industrial Estate, Thane – 400604
Tel.No.: 022-67873200 / 201

Note :- Shortlisted candidates will have to appear for written test / skill test.

Applicants should mention on the front of cover name of the post for which applied.