

Assistant Manager/Deputy Manager - Purchase

Job Description:

Analyzing the purchase requisitions and ensuring timely availability of required materials.

Preparing Comparative Statements and analyzing quotations.

Preparation of Purchase order while taking due care of Taxes, Rates & Terms and conditions.

Corresponding with vendors and follow up with them for delivery.

Ability to negotiate and sustain networking relationships.

Discover and partner with trustworthy vendors and suppliers.

Eligibility:

Good in communication skills.

Preferably should have experience of purchase items for Commercial/Residential building Construction.

Should have worked with Real Estate or Facility Management organization.

Proficient in MS Word and Excel, ERP Software.

Comfortable working in dynamic work environment

Interested candidate can E-mail CV @ careers@spaze.in