



## Admin / Procurement Manager

- **Vacancy for:** 1
- **Posted on:** Jan. 12, 2018
- **Deadline:** Jan. 24, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Bhaktapur
Offered Salary	: NRs. 15,000.00 - 30,000.00 Monthly

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 5 years
Professional Skill Required	: Punctual, Computer Package, Hard Working, Good In Dealing And Negotiation, Efficient, Communication

### Other Specification

- Knowledge regarding supply chain management
  - Must possess excellent analytical skills in Excel
  - Good working knowledge of internet search and emails
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### Job Description

- To ensure that materials are procured to meet the project schedules and requirements
  - Procurement of materials in time to suit the project needs
  - Regular follow up with suppliers, dealers to ensure timely execution of works
  - Procurement and upkeep of plant and tools
  - Liaising with project team to ensure compatibility of products for use at site
  - Arrange visits by third parties to manufacturer's premises for evaluation of processes, witness tests etc
  - To ensure that materials stored properly for use on the project
  - Arrange necessary customs clearances for imported goods
  - Arrangement of required documentation from suppliers as per contract specifications
  - Coordination with head office for completion of documentation for proper processing of invoices
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### Applying Procedure

Apply Link : <https://merojob.com/admin-procurement-manager/>

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