



## Procurement Assistant

- **Vacancy for:** 1
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Commercial / Logistics / Supply Chain > Purchase/ Procurement  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Sankhamul, Kathmandu  
Offered Salary : Negotiable

---

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 5 years  
Professional Skill Required : Leadership

### Other Specification

- Should have above 5 years professional experience
  - Should be familiar with the construction materials in Nepal
  - Should have good leadership skill
- 

### 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 work
- Procurement and up keep of plant and tools
- To ensure that materials stored properly for use on the project
- Arrangement of required documentation from suppliers as per contract specifications
- Coordination with head office for completion of documentation for proper processing of invoices

### Applying Procedure

Interested candidates are requested to send their updated CV at [gnawali@safbon.com](mailto:gnawali@safbon.com) and [xingfeng@safbon.com](mailto:xingfeng@safbon.com)

OR,

---

### Applying Procedure

Apply Link : <https://merojob.com/procurement-assistant-7/>

Generated By

