



Procurement Assistant Manager

- **Vacancy for:** 5
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 19, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain > Inventory planning and management, Supply chain, Inventory Control/ materials
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)

Experience Required : More than 2 years

Other Specification

- Must be confident and professional when dealing with clients
 - Ability to work in a team environment
 - Excellent knowledge of global supplier's database in the business
 - Good negotiation and convincing skills
 - Excellent man management and logistics skills
 - Knowledge of relevant statutory compliance as required
 - Good knowledge of MS office
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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 up keep 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/procurement-assistant-manager-2/>

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