

**A REPUTED  
COMPANY**

## **Purchase Manager**

- **Vacancy for:** 1
- **Posted on:** Aug. 17, 2018
- **Deadline:** Aug. 28, 2018, noon

### **Basic Job Information**

Job Category : Commercial / Logistics / Supply Chain  
Job Level : Senior Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : Negotiable

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### **Job Specification**

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### **Other Specification**

- Should have 3-5 years of experience in Electronics
  - Should have a strong electronics product knowledge and negotiation skills
  - Priority will be given to the candidates, who have a prior experience of working in Electronics industry
  - Should own two wheeler with valid license
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### **Job Description**

- Support the whole purchasing team to achieve the set targets, ensure the development of the team and maintain a clear strategic procurement approach
  - Managing and controlling all the company's external suppliers with particular emphasis on the purchase of goods from vendors
  - Ensure goods are bought at the most competitive price and delivered on time for production
  - Establish strategic relationships with key suppliers who are aligned to the company's needs
  - Identify new suppliers, agree terms and negotiate supply agreements wherever appropriate, including discount structures and volume rebates
  - Continually improve purchasing methods and drive down external spend
  - Carry out a comprehensive review of the Purchasing function and its methodology and identify and implement improvements
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### **Applying Procedure**

Apply Link : <https://merojob.com/purchase-manager-10/>

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