

Purchase Officer



- **Vacancy for:** 1
- **Posted on:** Jan. 9, 2018
- **Deadline:** Jan. 20, 2018, 11:55 p.m.

Basic Job Information

Job Category : Commercial / Logistics / Supply Chain
Job Level : Mid Level
Employment Type : Full Time
Job Location : University Path, Kalimati, Kathmandu, Nepal
Offered Salary : NRs. 18,000.00 - 25,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Should have excellent English, Hindi (general) and Nepali verbal as well as writing skills
 - Must be computer literate specially in Excel and Word documents
 - General Knowledge of Management and Supply Chain management.
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Job Description

- Planning and preparation of Purchase Orders with close coordination with Sales Team
 - Communication and coordination with Vendors
 - Management of all documents and process related to Purchase Orders and its logistics up-to Warehouse
 - Management of all documents and process related to Vendor payment
 - Management of Vendor Policy papers and Contracts. Review of Contracts for conformance to contracts
 - Preparation of Price List in Excel sheet and its update in accounting software
 - Product Part number management
 - Challenge the effectiveness of established procedures and identify out-dated practices and developing continuous improvement processes for the organization to improve productivity, quality and efficiency of operations
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Applying Procedure

Apply Link : <https://merojob.com/purchase-officer-11/>

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