


Assistant Manager Procurement (Supply Chain)

Naveena Group of Industries

	Total Positions:	Experience: Years
	Gender: Male	Travel Required: Not Specified
	Min Education: Not Specified	Job Shift:
	Career Level:	Salary Range: PKR/Month
Category/Industry: Business Management		Max Age Limit: Not Specified
Posted on: 12 January 2015		Expiry Date: 11 June 2015
Job Type: fulltime		

Job Description:

Required Qualification BBA Required Experience 1 Years Skill and Responsibilities are as follow: Handling Stores, Procurement, Inventory, Purchasing, Stock Management. Maintains various records of Materials issued, including completing Purchase Requisitions and Computerized Input Forms. • Excellent Planning and Organizing Skills. • Excellent in Written and Oral Communication • Good in Networking and Market Intelligence. • Translate strategy into Operational Reality. • Innovative and Analytical Thinking • Cost Conscious and Strong Negotiator • Basic knowledge of Procurement Activities • Must have good command on MS Office and any ERP • Follow up with Suppliers Concerning Delivery Times • Sourcing of New Vendors / Suppliers / Manufactures and Direct sources • Survey and Visits of the Markets / Vendors • Proper Documentation of all Transactions • Related to Factory Purchases well aware of Market Computer Skills and Negotiation Skills • Finance and Budgeting Please note that only candidates who have the above mentioned experience and qualifications should send their resumes. Applications along with CVs (with recent photographs) must reach. Only short listed candidates would be called for interview.

Required Skills:

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