



Position: Purchase Manager

Key Responsibilities: As the Purchase Manager, your core responsibility is to oversee procurement activities, including supplier sourcing, negotiation, and contract management. You'll ensure the organization obtains quality goods/services at competitive prices, aligning procurement strategies with business goals while maintaining efficient operations. Collaboration with internal teams and attention to detail are key to achieving success in this role.

Position Type: Full Time

Educational Qualifications: Graduate

Experience: 2- 3yrs

Job Location: Mumbai

Roles & Responsibilities:

- Strategic Planning: Developing procurement strategies aligned with organizational objectives.
- Vendor Management: Identifying, evaluating, and managing relationships with suppliers.
- Cost Management: Negotiating prices, optimizing costs, and budgeting for procurement.
- Inventory Control: Monitoring and managing inventory levels to meet demand.
- Compliance: Ensuring adherence to legal and regulatory requirements in procurement.
- Process Improvement: Continuously enhancing procurement processes for efficiency.
- Contract Negotiation: Negotiating terms and conditions with suppliers.
- Quality Assurance: Ensuring the quality and reliability of purchased goods.
- **Reporting:** Generating reports on procurement performance and spending trends.
- Communication: Collaborating with internal stakeholders to understand procurement needs.

Job Specification:

- Strategic Sourcing: Developing procurement strategies for construction chemicals that align with company goals and project requirements.
- Supplier Management: Identifying and evaluating suppliers of construction chemicals, negotiating contracts, and maintaining relationships to ensure quality and timely delivery.

- **Cost Optimization:** Negotiating competitive prices for construction chemicals while maintaining quality standards and optimizing costs to enhance project profitability.
- **Inventory Control:** Managing inventory levels of construction chemicals to meet project demands and minimize excess stock.
- **Regulatory Compliance:** Ensuring that procurement activities adhere to relevant regulations and industry standards governing the sourcing and use of construction chemicals.
- **Technical Evaluation:** Collaborating with technical teams to assess the technical specifications and suitability of construction chemicals for specific projects.
- **Quality Assurance:** Implementing quality control measures to ensure that construction chemicals meet the required quality standards and specifications.
- **Process Improvement:** Continuously improving procurement processes for construction chemicals to enhance efficiency and effectiveness in sourcing, purchasing, and delivery.
- **Risk Management:** Identifying and mitigating risks associated with the procurement of construction chemicals, such as supply chain disruptions or quality issues.
- **Reporting:** Generating reports on procurement activities, costs, inventory levels, and supplier performance to provide insights for decision-making and strategic planning.

Notice Period: Not more than 15 days