**Purchase Executive, Hyderabad**

**Exp- 2-3 yrs**

**Job description –**

* Vendor Management: Identify, evaluate, and select reliable suppliers and vendors based on quality, cost, reliability, and delivery speed.
* Purchase Order Processing: Generate purchase orders, review terms and conditions, and ensure accurate documentation of procurement transactions.
* Price Negotiation: Negotiate pricing, terms, and contracts with suppliers to secure favorable terms and achieve cost savings while maintaining quality standards.
* Supplier Relationship Management: Cultivate and maintain strong relationships with vendors, resolving disputes, addressing issues, and fostering collaboration to meet organizational goals.
* Inventory Management: Monitor inventory levels, track stock availability, and coordinate with suppliers to replenish inventory as needed to avoid stockouts or excess inventory.
* Quality Assurance: Ensure that purchased goods and services meet quality standards and specifications through effective supplier evaluation and quality control processes.
* Cost Analysis: Analyze procurement costs, identify cost-saving opportunities, and implement strategies to optimize purchasing processes and reduce expenses.
* Compliance and Documentation: Ensure compliance with procurement policies, procedures, and regulations, maintaining accurate records and documentation for audit and reporting purposes.

**Required Skills and Qualifications:**

1. Bachelor's degree in Business Administration, Supply Chain Management, or related field.
2. 2-3 years of experience in procurement, purchasing, or supply chain management roles.
3. Strong negotiation skills and the ability to build and maintain effective relationships with suppliers and vendors.

Send you resume to hrd@canpac.in