

BYJU'S Recruitment 2023 – Free Job Alert – Purchasing Staff Posts

Hiring organization
BYJU'S

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

Valid through
31.12.2023

Base Salary

USD. 11,000 - USD. 16,500

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

Description

BYJU'S Recruitment 2023

As a Purchasing Staff member at BYJU'S, you will be responsible for managing the procurement process to ensure timely and efficient purchasing of goods and services.

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BYJU'S Jobs Near Me

Responsibilities:

1. Sourcing and identifying potential suppliers and vendors.
2. Evaluating supplier options based on price, quality, and delivery capabilities.
3. Negotiating prices, terms, and contracts with suppliers.
4. Collaborating with internal stakeholders to understand procurement needs.
5. Creating purchase orders and ensuring accuracy in documentation.
6. Monitoring inventory levels and initiating replenishment orders when necessary.
7. Tracking and managing purchase orders to ensure timely delivery.
8. Resolving any issues or discrepancies with suppliers.

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BYJU'S Jobs For Freshers

Qualifications:

1. Educational Background: A bachelor's degree in business administration, supply chain management, or a related field is preferred.
2. Experience: Prior experience in procurement, purchasing, or supply chain is an advantage, but freshers are also encouraged to apply.
3. Knowledge: Understanding of procurement processes, vendor management, and negotiation techniques.
4. Analytical Skills: Ability to analyze supplier options and make informed purchasing decisions.
5. Communication Skills: Effective verbal and written communication skills to interact with suppliers and internal stakeholders.
6. Attention to Detail: Strong attention to detail in order to maintain accurate records and documentation.
7. Organizational Skills: Good organizational skills to manage multiple procurement activities simultaneously.
8. Computer Skills: Proficiency in using procurement software and MS Office applications.

Important Links Find the Link in [Apply Now](#)

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