



<https://govhelp.in/job/godrej-recruitment-2023-job-card-purchasing-staff-post/>

Godrej Recruitment 2023 – Job Card – Purchasing Staff Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 12,000 - USD. 18,000

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Godrej Recruitment 2023

Godrej, a leading consumer goods and manufacturing company, is currently hiring for the position of Purchasing Staff. This is an excellent opportunity for individuals who are interested in procurement and have a passion for working in a dynamic and fast-paced environment. As a Purchasing Staff member at Godrej, you will play a vital role in sourcing and procuring goods and services to support our operations.

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Godrej Careers

Responsibilities:

1. Sourcing and Vendor Management: Identify potential vendors, conduct market research, and evaluate supplier capabilities and reliability. Negotiate terms and conditions, pricing, and delivery schedules. Build and maintain strong relationships with suppliers to ensure timely and cost-effective procurement.
2. Purchase Order Processing: Generate and process purchase orders accurately and efficiently. Coordinate with internal stakeholders, such as production and inventory teams, to ensure timely delivery of goods and services. Monitor order status, resolve any issues or discrepancies, and track deliveries to meet project deadlines.
3. Inventory Control: Collaborate with inventory management teams to maintain optimal stock levels. Monitor inventory turnover and implement

Hiring organization

Godrej

Date posted

June 3, 2023

Valid through

31.12.2023

APPLY NOW

strategies to minimize stockouts and excess inventory. Conduct regular stock audits and ensure accurate documentation of inventory transactions.

4. **Cost Optimization:** Continuously identify opportunities for cost savings and process improvements. Analyze pricing trends, market conditions, and supplier performance to negotiate favourable terms and achieve cost efficiencies. Explore alternative suppliers and materials to optimize procurement costs without compromising quality.
5. **Compliance and Documentation:** Ensure compliance with company policies and procedures, as well as relevant regulations and industry standards. Maintain accurate records of procurement activities, including purchase orders, contracts, and supplier information. Assist in supplier evaluation and performance monitoring.

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Godrej Jobs Near Me

Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Strong negotiation and communication skills.
- Excellent analytical and problem-solving abilities.
- Proficiency in using procurement software and tools.
- Good knowledge of procurement processes and best practices.
- Ability to work collaboratively in cross-functional teams.
- Detail-oriented with strong organizational skills.
- Prior experience in procurement or supply chain management is preferred but not mandatory.
- Freshers with a keen interest in procurement are encouraged to apply.

Important Links

Find the Link in [Apply Now](#) Button

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