

JOB DESCRIPTION

Job title	Purchase Executive
Reports to	General Manager/Director
Department	Purchase
Location	Navsari, Gujarat
Position Type	Full-time
Salary	As per industry standards / Based on experience / 10-15% hike in ctc from previous role
Total openings	1 opening

Job Description:

We are looking for a detail-oriented and responsible Junior Purchase Executive to support day-to-day procurement operations within an FMCG manufacturing plant/unit. The role involves vendor coordination, quotation collection, purchase order entry, and follow-ups to ensure smooth material flow to the factory/store.

Roles and Responsibilities:

- Identify, evaluate, and onboard reliable vendors and suppliers that aligns with organizational requirements/needs.
- Build and maintain strong vendor relationship to ensure best pricing, quality, and service levels.
- Solicit, collect, and analyze quotations from multiple vendors based on departmental purchase requisitions.
- Conduct comparative analysis of pricing, delivery timelines, quality standards, and payment terms to support procurement decisions.
- Negotiate commercial terms where required under the guidance of management.
- Prepare and process Purchase Orders (POs) in coordination with relevant departments.
- Ensure timely approval and issuance of POs as per procurement cycle requirements.
- Follow up rigorously with vendors to obtain order confirmations and ensure timely dispatch and delivery of materials.
- Proactively address delays, discrepancies, or quality issues by coordinating between vendors and internal teams.
- Track stock levels and support reorder planning in coordination with store team.
- Maintain accurate and up-to-date records of Purchase Orders, quotations, Goods Receipt Notes (GRN), vendor details, and communication logs.
- Prepare periodic Purchase MIS reports highlighting purchase trends, vendor performance, cost savings, and other key metrics for management review.
- Provide analytical support for procurement planning and budgeting exercises.
- Handle administrative tasks related to the purchase department.

Skills Required:

- Good communication and negotiation skills
- Understanding of FMCG products like Namkeen, ready to eat food items preferred
- Proficiency in MS Excel and basic documentation
- Detail-oriented and organized work approach

- Willingness to learn and take ownership of assigned tasks

Qualifications & Experience:

- Graduate (B. Com/BBA/ or any other relevant degree)
- 3-5 years of experience in purchase/procurement in a FMCG sector/firm (preferred)

Preferred Salary:

- Based on experience