

## **JOB DESCRIPTION FOR EXECUTIVE PURCHASE DEPARTMENT**

**JD/PUR/EXE, R-00/12.11.2018**

**Company:** BIOPHARMAX INDIA PVT LTD

Biopharmax a member of the Biopharmax group, is a leading international design and construction company of Pharmaceutical, Biotechnological and Chemical (API) plants including critical, sterile systems and clean rooms. Biopharmax has more than 40 years of experience in execution of projects for the Pharmaceutical and Biotechnological industries on a "turnkey" basis.

**Salary:** As per market & Company standards

**Location:** Pune, but need to travel based upon organizational requirement anywhere In India & Abroad.

**Experience:** 2 to 4 years of experience.

### **Job Description:**

Experience as a buyer or purchasing executive in the Pharmaceutical / Mechanical area

The main activities will be as below:

- Handling approved Indents received & enquiries for the same
- Identifying potential suppliers, vendor development.
- Follow ups for open enquiries, communication & coordination between end user & supplier / contractor
- Preparing Commercial Comparisons as per company SOP
- Assuring timely procurement & delivery of the required material for Projects & Office
- Negotiate & buy material at the best price possible or the target prices set by superiors
- Proper storage of indents & updating Indent Status File regularly
- Maintaining Vendor data base, Vendor Master forms
- Cost reduction.
- Adhering to strict deadlines.
- Coordination with Finance Dept. for submission of Invoices & payments thereof

### **Candidate Profile:**

- a. Work experience in a MNC preferred. – Additional preference to candidates from Pharmaceutical/Biotech/Mechanical background.
- b. Very good in verbal written communication & Negotiation skills.
- c. Ability to work in tight deadlines.
- d. Sound knowledge of MS Office (especially Excel) Must possess Computer Literacy such as using ERP / SAP software for punching & closing POs & managing related reports