

Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id bithikainnovates@gmail.com with subject line as

APPLICATION FOR THE POST OF..... (Post Name).

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: **PURCHASING MANAGER**

No. of vacancies: **01**

Gender: **No Bar**

Age limit: **Must be above 18 years and below 45 years of age as on date of application.**

Pay & Perks: **Negotiable** (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

(a) Propose improvements to the current purchasing system that will improve vendor relationships and lower the cost of doing business.

(b) Collaborate with inventory control, store keeping and sales to develop metrics for gauging inventory level needs and then maintaining those levels throughout the year.

(c) Take the lead in creating profitable ways to manage obsolete and slow-moving stock to help offset losses.

(d) Manage the company's day-to-day purchasing activities and ensure that all purchasing agents are meeting their personal performance standards.

(e) Manage and control high standards of quality and quantity of procurements.

(e) Assist in developing more effective invoicing and collecting processes.

(f) Liaise and arrange for logistics support for transportation of products.

(g) Manage proper packaging and documentation (for both domestic and international standards) of products.

(h) Liaise, coordinate and manage movement, accommodation and support to staff for project assignments.

** The above job profile is not limited and is all exclusive.

Educational qualifications:

(a) Bachelor's Degree in Business Administration or a related field.

(b) SAP/ inventory management software experience required

(c) Strong knowledge of supply chain management required

(d) Must be proficient in reading writing and speaking in English, Hindi and/or Bengali.

Experience criteria:

1. **Must have minimum 4 years experience as a purchase manger and /or storekeeper in a reputed company.**
2. **Proficiency in inventory management software's and computer skills (MS Office suit).**
3. **Proven history of developing effective inventory management policies required.**
4. **Excellent communication skills.**

Documents required:

1. **Self attested, scanned copies of educational qualification certificates and Date of birth.**
2. **Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)**
3. **Last employer release letter and/or previous employer's pay certificate.**
4. **Experience certificates.**

Mode of application: **Online (through email only)**

*** Please forward curriculum vitae and 'expected salary' along with supporting documents to email id- bithikainnovates@gmail.com only. Phone calls/whatsapp messages will not be entertained.**