

## Procurement and Inventory Officer

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Company: INTECH

Location: Pakistan

Category: office-and-administrative-support

### About The Position

INTECH Automation Intelligence is looking for an energized and capable IT Support Engineer.

### About Us:

INTECH Automation Intelligence has been helping businesses transform for the future through next-generation Automation and Digital technologies for the past 30 years and counting. We are a globally renowned engineering company specializing in automation, electrical, energy transition, and digitalization solutions. Our application-specific solutions diversified and technically backed portfolio and expertise in equipment from major OEMs and system vendors are what differentiate us.

General responsibilities shall include but not be limited to the following:

Assist in sourcing suppliers and obtaining competitive quotes for goods and services.

Assist in Processing purchase orders and follow up to delivery of materials and supplies.

Assist in Maintaining accurate records of inventory levels, including tracking stock movements, and conducting regular stock counts for IT items and general consumables.

Monitor inventory levels to prevent stock outs and excess inventory and propose corrective actions when necessary.

Coordinate with suppliers for repair and maintenance activities of IT items and office equipment.

Assist in implementing inventory control procedures to minimize loss and maximize efficiency.

Generate reports on procurement and inventory metrics to support decision-making processes.

Stay updated on industry trends and best practices in procurement and inventory management.

### **Requirements**

Bachelor's or master's degree in business administration, Supply Chain Management, or related field.

1-2 Years Previous experience in procurement, inventory management, or related field preferred.

Strong analytical skills with the ability to interpret data and make informed decisions.

Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.

Proficiency in Microsoft Office Suite.

Familiarity with inventory management software or ERP systems.

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