

Procurement Expeditor

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Company: INTECH

Location: Pakistan

Category: office-and-administrative-support

About The Position

We seek a highly motivated and detail-oriented individual to join our team as a Procurement Expeditor / Operations Enabler. In this role, you will support the procurement and operations functions, ensuring smooth and efficient processes.

Responsibilities:

Expedite the procurement process by closely monitoring orders, tracking deliveries, and coordinating with suppliers to ensure timely delivery of goods and services.

Collaborate with the procurement team to manage purchase orders, contracts, and supplier agreements.

Maintain accurate and up-to-date records of inventory levels, stock movements, and procurement activities.

Assist in vendor management, including evaluating supplier performance and fostering positive relationships to secure favorable terms.

Build and maintain positive relationships with suppliers to foster effective communication and collaboration

Conduct market research to identify potential vendors, products, and cost-saving opportunities.

Work closely with cross-functional teams to facilitate seamless operations, ensuring all departments have the necessary resources and materials.

Support the implementation and optimization of procurement systems and tools to enhance efficiency.

Identify process bottlenecks and propose solutions to streamline procurement operations.

Prepare reports and presentations on procurement performance, cost analysis, and operational improvements for management review.

Collaborate with cross-functional teams to identify opportunities for process improvements and efficiency gains within the procurement process.

Ensure compliance with company policies, industry regulations, and ethical standards in all procurement activities.

Requirements

Bachelor's/master's degree in engineering or in a related field

Professional Experience: 5+ Years of experience Supply Chain Management, or a related field.

Proven experience in procurement, supply chain, or operations roles, with a focus on expediting processes and vendor management.

Strong organizational skills with the ability to handle multiple tasks and prioritize deadlines effectively.

Excellent communication and negotiation skills to interact with suppliers and internal stakeholders.

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