

Purchase Manager

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Company: Intercat Trading

Location: Karachi

Category: other-general

Purchase Manager

Intercat Trading, Pakistan· Supervise the day-to-day activities of the purchasing department.

- Manage effectively the purchasing process (requisitions, LPO's, delivery and return of goods).
 - Conduct regular market research to diversify suppliers and product ranges, decrease prices and extend payment terms.
 - Negotiate contractual terms and conditions with the suppliers, and renew periodic contracts.
 - Maintain constantly the stability of supplies and prices.
 - Optimize inventory levels at all times.
 - Analyze yearly purchases of all suppliers and generate statistical reports for management use.
 - Evaluate suppliers' performances periodically.
 - Maintain proper records and files of all suppliers and related procedures.
 - Establish and develop long-term beneficial relationships with the suppliers.
 - Contribute to the mobilization and demobilization of new and existing projects' resources.
- Very Good Financial Remuneration for the Right Candidate.

Job Specification. At least 7-10 years in purchasing preferably in the Catering and Hotel Industry.

- Excellent communication and leadership skills.
- Computer skills (excel-word is a must).
- Ability to work under pressure (preferably aware of ISO procedures).

. Fluent in English both verbal and written.

. Dynamic and aged 30-40 years.

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