

## Purchase Officer

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Company: JEI Switchgear Pvt. Ltd.

Location: Lahore

Category: other-general

Purchase Officer JEI Switchgear Pvt. Ltd., Pakistan Developing and implementing purchasing strategies.Managing daily purchasing activities, supervising staff, and allocating tasks.Managing supplier relations and negotiating contracts, prices, timelines, etc.Maintaining the supplier database, purchase records, and related documentation.Coordinating with inventory control to determine and manage inventory needs.Managing the maintenance of office/manufacturing equipment and machinery.Ensuring that all procured items meet the required quality standards and specifications.Preparing cost estimates and managing budgets.Working to improve purchasing systems and processes.Training new employees in the purchasing process and how to use the purchasing system.**Job Specification**Degree in business administration or a related field.Experience as a purchasing manager or in a similar position.Deep knowledge of inventory and supply chain management.Supervisory and management experience.Proficiency in Microsoft Office and purchasing software.Excellent communication skills, both written and verbal.Strong critical thinking and negotiation skills.Strong planning and organizational skills. Electrical/Electronic Manufacturing - Lahore, Pakistan

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