

Assistant Manager/Manager Procurement

Primary Roles and Responsibilities:

- Responsible for Material Flow.
- Vendor Management & Vendor negotiation.
- Inventory management at all stores
- Maintaining the balance between physical and system inventory
- Maintain good relationship with vendors and suppliers
- Planning delivery timetables
- Ensuring stores have enough stock
- Maintaining and updating stock statement
- Ensure stock maintenance to optimal level.
- Get the material Booking done on a timely manner
- Maintaining material accounts of vendor
- Responsible for Material Reconciliation of vendors
- Resolve any dispute of material reconciliation with vendors
- Preparing Final Material Reconciliation of Vendor and preparing Debit statement for balance material at the time of Work Order closure.

Job Types: Full-time, Walk-In

Experience:

- Interiors Procurement: 3 years (Preferred)
- Architect/Interiors industry: 3 years (Required)