

<b>Job title</b>	<i>Purchase Executive</i>
<b>Department</b>	<i>Purchase</i>
<b>Reports to</b>	
<b>Location</b>	<i>Thane</i>
<b>No. of positions</b>	2
<b>Designation</b>	<i>Purchase Executive</i>

### **Job Description**

- To ensure, the availability of required raw material /plant & machinery as per given specification, in stipulated time and cost.
- To maintain given item /vendor portfolio for better way and generation of purchase order for their item portfolio
- Vendor Development / Vendor Management
- Maintaining the purchasing policy and ensuring that all purchases. adhere to it. An executive would set the policy as and when required.
- Works toward the archive the departmental goal.

### **Duties and responsibilities**

- To check current stock level of individual items, its requirement as per projection/ planning & ensure PO placement.
- Identify and Determine the exact requirement, Review engineering changes that impact material or supplier, to adjust stock level accordingly.
- Choose the appropriate suppliers ,negotiate sales agreements to purchase the required products.
- Contracts with the vendors for Components rate and Tools required to make Customized Item, and continue to administer these contracts throughout the relationship.
- To ensure timely deliveries of items based on production/ stores requirements on the view of better inventory control.
- Responsible for managing supplier performance in terms of quality, cost, delivery, and responsiveness .also Conduct improvement Programs to know the updated search.
- Must always be thinking of ways to eliminate waste and variability in the supply chain.
- To identify cost reduction opportunities.

- To handle any type of urgency and issue in better way.
- To develop new vendor/alternative item which is critical in given item portfolio for procurement point of view.
- To Maintain the documents, related to procurement process, and can show, if audited.
- To liquidate excess and dead inventory related to assign item portfolio.

#### Experience/Skills

- Should have a minimum proven experience of 5 years , in mainstream purchasing, negotiations, knowledge of manufacturing processes related to Mechanical Engineering fields, making rate/frame contracts, vendor development, SCM especially in the areas like press parts, molded parts, machines parts, assemblies, surface treatment, packaging material, hardware etc
- Working experience in an ERP environment, especially for purchasing module will be added advantage
- Must be capable of independently handling SCM & purchasing including vendor development
- Should have good knowledge of documents involve in procurement and logistic chain/process (Domestic as well as import )

#### Qualifications

- B.E. /B. Tech in Mechanical/Production Engineering from an institute of repute with good academic record.
- Diploma holder with outstanding proven experience will be also considered
- 4-5years of experience
- Pleasant personality
- Excellent communication skills

#### About Company

ASHIDA Electronics, headquartered at Thane, India is a leading manufacturer & supplier of Numerical, Static & Auxiliary Protection Relays. We are the pioneer's in development of a range of static and numerical relays, with 400+ experts. In addition, ASHIDA manufactures Control & Relay Panels and has its own SCADA System with all latest specifications & communication protocols like IEC 61850. Our Relays are thoroughly Type-Tested as per International IEC - Test Specifications. Our more than 1 million Relays are protecting key electrical installations all over the world. Our aim is to become a Global Player in Power Protection Systems and to explore avenues in foreign markets. Kindly visit our website for further info <http://www.ashidaelectronics.com>

#### Compensation

Open for the right candidate

#### Contact

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