



Position: Executive Officer Procurement (Grade IV)

Minimum Qualification	Post Qualification Experience	Max. Age (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none"> • MBA • M.Sc • MA • M. Com • LLB • BBA (4 yrs) 	Min 5 years	38	<ul style="list-style-type: none"> • Material Management i.e. receipts, issue and transfer transactions with proper documentation. • Safe keeping and maintaining of inventory items. • Arranging transportation of material to different sites/ stores. • Physical checking of stores stock through cycle counting and taking appropriate measures for ensuring correctness of stock and record. • Taking care of scrapped material/ equipment and arranging for their disposal as per Company's policy. • Proper identification of all materials and allocation of pre identification codes. • Ensuring for proper stacking arrangements. • Commercial evaluation of bids • Prepare annual budget of region • Supervise purchase of local material

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Know how of PPRA Rules
- Good knowledge of Inventory Management/ Control System