

CAREER OPPORTUNITY FOR MNC-FMCG CLIENT

Looking for a Factory Buyer



Job Description:

Job Title: Factory Buyer

Job Location: Lahore

Preference: Female

Salary: 45 to 65k and other benefits

Job Summary: As a Factory Buyer the candidate is responsible for the procurement of multiple complex commodities such as Capex (capital expenditure) MRO service/ goods, and office Supplies.

Job Specification:

Qualification: BBA, MBA (Supply Chain/ Marketing)

Experience: Minimum of 1-2 year (including internships) with Purchasing, Supply Chain Management, or related functions in a manufacturing environment.

Requires: Occasional domestic travel to suppliers

Skills: Knowledge of SAP and other procurement tools, Customer service orientation, Strong written and verbal communication skills - Cannot be afraid to negotiate, Excellent analytical and presentation skills, Excel and PowerPoint

Responsibilities:

- Annual budgeting for Lahore Office & Guest Houses.
- Responsible for coordinating the purchase of multiple, moderately complex components of MRO maintenance repair and operations parts and CAPEX project equipment and services, to support production, operations and Projects team
- Review and analyze procurement requirements and place orders according to company guidelines using the procurement tools and method system
- Researches and develops suppliers of high quality components by preparing bids, proposals, or other informational requests that contain material specification and supplier operational data.
- Analyzes information to assess financial stability and manufacturing capabilities of suppliers, and assists in making sourcing decisions
- Contacts suppliers regarding problems such as delayed receipt, poor quality, wrong items, etc. and resolves issues
- Proactively performs supplier management activities through business reviews, supplier visits, and risk assessments. Acts as the voice of the customer and can clearly communicate the company's needs and demands to the suppliers.
- Maintains records and documentation pertaining to past activities, order specifications, supplier specifications and performance histories, etc. and provides information to management as needed
- Visits supplier locations to review and analyze operation, and check quality, evaluating the company's needs and demands to the suppliers.

Interested candidates may send their profiles at hr@stepsahead.com.pk till March 25, 2020.

Do mention Job Title (FB-LHR) in subject line