

Job Description (JD)

Company Name	Markolines Traffic Controls Limited	Location	Navi Mumbai
Name of Employee		Employee Code	
Designation	Executive Procurement	Date of Joining	
Department	Procurement	Immediate Reporting	Manager Procurement
Functional Reporting	Head- MMR & MS & CIPR	Remarks (if any)	

Job Description

1. Continuous negotiations with vendors.
2. Negotiations & finalisation for P&M and material.
3. Finalizing rates for materials after consultations with superiors.
4. Checking availability of materials with vendors, timely delivery of the same.
5. Preparation of draft WO/PO/SO.
6. Evaluating terms and conditions of the WO/PO/SO.
7. Taking Approval of the seniors after discussions.
8. Issuance of PO/WO/SO on a timely basis.
9. Follow up of materials.
10. Maintaining records and correspondence of PO/SO/WO.
11. Dealing with the Vendors for Payment Status.
12. Follow up for the Payments with accounts etc.

Note: Candidate should be well versed with Microsoft Excel, Microsoft Word, good in drafting letter/po/wo, proficient in English.