

Company Description

Unipro Techno Infrastructure Pvt Ltd. is a premier infrastructure development company specializing in EPC projects related to water supply and irrigation. With a strong track record of timely project execution, our mission is to achieve excellence and sustainability in every project we undertake. Our vision is to contribute meaningfully to the infrastructure development of the country by laying the foundations of progress.

Role Description

This is a full-time on-site role for a Purchasing Executive at Unipro Techno Infrastructure (P) Ltd. located in Panchkula. The Purchasing Executive will be responsible for managing purchase orders, purchase requisitions, and purchase management. Effective communication and procurement skills are key responsibilities of this role. This role involves in analysis of Full Purchase cycle from Purchase order to Reaching material at sites. Making Inventory control reports for the forecast of future requirements to meet the expectations. Deft in raw material sourcing strategy and rate contract settlement for new model developments. Maintaining of PR tracking Sheets, follow up for clearance and delivery, assisting in documents required for custom clearance, packing lists, end user letters, authority letter etc.

Qualifications

- Purchase Orders, Purchase Requisitions, and Purchase Management skills
- Strong communication skills
- Experience in procurement in construction industry (Water supply and irrigation will be more preferred)
- Attention to detail and analytical skills in making PR reports.
- Ability to work in a fast-paced environment
- Excellent negotiation skills.
- Proficiency in data analysis and reporting
- Knowledge of relevant industry regulations and compliance
- Bachelor's degree in Business Administration, Supply Chain Management, or related field.
- Diploma/ Degree in Supply chain management will be a preference.