

Notice for Placement

Company Name:- **ANJ TURNKEY PROJECTS PVT. LTD.**

Position:- **PURCHASE EXECUTIVE**

Company Website:- www.anj.co.in

Work Location:- **KANDIVALI WEST, MUMBAI**

Company Background / About Company: ARCHITECTURAL DESIGN & BUILD FIRM

Job Profile / Responsibilities: THE GRADUATES WILL BE RESPONSIBLE TO PROCURE ALL MATERIALS, KEEP TRACK OF PROJECT REQUIREMENTS, PREPARE PO AND APPROVE COST OF MATERIALS IN DISCUSSION WITH THE PURCHASE HEAD. HE/SHE WILL ALSO BE RESPONSIBLE TO ENSURE ALL PROCUREMENT REQUIREMENTS ARE MANAGED AND UPDATED IN THE SYSTEM, PLAN AND STRATEGIZE THE LONG LEAD ITEMS IN KEEPING WITH THE DEADLINES OF THE MATERIAL REACHING THE SITE. THEY SHOULD BE ABLE TO WORK ON SOFTWARE'S AND HAVE WORKING KNOWLEDGE OF EXCEL.

Key Skills: PEOPLE MANAGEMENT, NEGOTIATION SKILLS, INQUIRING MIND

Required Qualification: DIPLOMA IN MATERIAL OR PURCHASING MANAGEMENT

Experience: **FRESHERS CAN APPLY**

Other / Special Requirements: NA

Remuneration: DEPENDING ON INTERVIEW AND CANDIDATE PROFILE

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - MARSHAL VERMA / PRASHANT VAITY

Email id: - careers@anj.co.in

Contact no: - 022 61714101

Corporate Office:

ANJ GROUP

112D, Govt. Industrial Coop. Society

Hindustan Naka, Kandivali (W),

Mumbai 400067, India