



<https://jobroll.govhelp.in/job/britannia-recruitment-2023-jobs-for-freshers-purchasing-staff-post/>

## Britannia Recruitment 2023 – Jobs For Freshers – Purchasing Staff Post

**Hiring organization**  
Britannia

### Job Location

India  
Remote work from: India

**Date posted**  
August 11, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 35,000 - USD 40,000

APPLY NOW

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Britannia Recruitment 2023

The Purchasing Staff is responsible for supporting the Purchase Manager in all aspects of the procurement process, from sourcing and negotiating contracts to managing supplier relationships and ensuring compliance with company policies and procedures.

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### Britannia Jobs Near Me

#### Responsibilities:

- Source and qualify suppliers for a variety of raw materials, packaging, and other supplies.
- Negotiate contracts with suppliers to ensure the best possible prices and terms.
- Manage supplier relationships and resolve any issues that may arise.
- Monitor supplier performance and conduct audits as needed.
- Ensure compliance with all company procurement policies and procedures.
- Maintain accurate records of all procurement activities.
- Provide support to other members of the procurement team as needed.

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### Britannia Careers

**Skills:**

- Strong analytical and problem-solving skills.
- Excellent communication and negotiation skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Experience with procurement software is a plus.

**Qualifications:**

- Bachelor's degree in business administration or a related field.
- 2+ years of experience in procurement or a related field.
- Strong understanding of procurement processes and procedures.
- Excellent written and verbal communication skills.

**Important Links** [Find the Link in Apply Now Button](#)

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