

Tech Mahindra Recruitment 2023 – Jobs Near Me – Purchasing Staff Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: India

Date posted
August 29, 2023

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Valid through
31.12.2023

Base Salary

USD 28,000 - USD 22,000

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Qualifications

B.E / B.Tech

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

The Purchasing Staff is responsible for supporting the procurement team in all aspects of the procurement process, from sourcing and negotiating contracts to managing supplier relationships. The ideal candidate will have a strong understanding of procurement principles and practices, as well as excellent communication and analytical skills.

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Tech Mahindra Jobs Near Me

Responsibilities:

- Source and negotiate contracts with suppliers
- Manage supplier relationships
- Conduct market research and identify new suppliers
- Prepare and track purchase orders
- Monitor supplier performance and resolve any issues
- Maintain procurement records and reports
- Provide support to other members of the procurement team

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Tech Mahindra Careers

Skills:

- Strong understanding of procurement principles and practices
- Excellent communication and analytical skills
- Ability to work independently and as part of a team

- Proficient in Microsoft Office Suite
- Experience with procurement software is a plus

Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field
- 1-2 years of experience in procurement

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

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