

## **JOB DESCRIPTION**

Department: Procurement & Sales

Experience: 2yrs to 5yrs

Location: Delhi - INDIA.

Position and remuneration: As per Industry and experience

### **Job Responsibilities but not limited to:**

- Responsible for the procurement of Aircraft parts, POL from various OEMs/ suppliers /sites.
- Compile and analyze statistical data to help determine prospects of buying products and to help establish price objectives.
- Consult with suppliers and learn to analyze suppliers' operations and determine lowest cost consistent with quality, reliability, and ability to meet required deadlines.
- Evaluate quotations, negotiate prices, recommend suppliers, follow up orders placed, verify deliveries, approve payments, and maintain necessary documentation.
- Develop and maintain good business relations with internal and external customer base.
- Generating MIS reports
- Follow-up End-to End process of Procurement.

### **Requirement:**

- Graduates / Diploma in Aviation field i.e. AME/ Aviation / Aeronautical Engg
- Preferred Experience in Procurement from the Aviation Industry/ Tender Bids
- Proficient computer skills, including Microsoft Office Suite/ ERP module functions.
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Organized and able to effectively evaluate and prioritize workload
- Individual performer who gets along with the team work.

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