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Ehsan Chappal Store is Hiring | ecs Jobs | Procurement Officer Jobs

Description

Ehsan Chappal Store Invites applications from Pakistani Nationals for the following Positions.

Responsibilities

- Procurement Officer

Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **January 27, 2022**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

Contacts

Hiring organization

Ehsan Chappal Store

Employment Type

Full-time

Industry

Ehsan Chappal Store

Job Location

Jail Road, Lahore, Punjab, Pakistan

Date posted

January 12, 2022

Valid through

27.01.2022



WE ARE HIRING! Procurement Officer

Qualifications & Experience

- ✦ BA/BSc.
- ✦ At least 1-2 Years of experience.

Skills

- ✦ Should have Experience of Presentation & Negotiation
- ✦ Excellent communication skill
- ✦ Team Player

Responsibilities

- ✦ Material Demand receiving from Store and IT and Its record maintenance in system
- ✦ Market visits for required material
- ✦ Compare And evaluate offers from suppliers and CS creation
- ✦ PO generation in AX with specs and agreed terms
- ✦ Proper follow up against issued orders with their delivery alignment
- ✦ Compilation of documents PR, PO, GRN, INV, with approvals for submission to accounts
- ✦ Maintain and update records of purchased products, delivery and invoices
- ✦ Any other assigned task

Interested candidates may apply in confidence at jobs@ecsensan.com while mentioning position title in the subject line or you can also post it on 6A - Jail Road, Lahore.

Only shortlisted candidates will be contacted.

