



Position: Purchase Assistant

Division: Procurement & Supply chain

Location: Ahmednagar, Maharashtra.

Experience: 2-8 years

Qualification: Bachelor of Engineering in Mechanical

Shrijee is a globally known supplier of turnkey sugarcane factory and sugar refinery projects. Established in 1976, Shrijee has supplied its equipment to more than 400 sugar factories in India and to leading sugar producers in more than 25 countries. The corporate headquarters are in Mumbai (India) and regional offices are in Delhi, Ahmednagar and Chennai. Shrijee is represented overseas by local partners in many countries. Shrijee has four fully equipped manufacturing facilities located in the western and southern parts of India.

We have more than 165 people in our team, including 39 engineers and 13 MBAs. In addition to these, at any given time, we usually have 150-250 people working on our sites in India & overseas.

We are looking for a Purchase Assistant for our Procurement & Supply chain department. This person will report to the Company Director of Business Co-ordination

Responsibilities include:

1. Coordinating for sugar projects in procurement of bought outs including enquiry / PO release / payment coordination / dispatch follow ups / Vendor Management.
2. Billing schedule maintenance, Status / MIS generation.
3. Client servicing.
4. Handling inquiries from domestic & overseas sugar factories for sugar machinery spares.
5. Estimating, costing and quote preparation, Comparative sheet on Excel.

We are looking for:

1. Good knowledge of sugar process house machinery will be appreciated (Gear Box, Motors, Valves, and Pumps).
2. 2-8 years' experience in purchasing of engineering materials, Knowledge of Material inspection, Project Co-ordination.
3. Strong written and verbal communication skills.
4. Strong computer skills (MS Word, MS Excel, PowerPoint, Internet).
5. Team spirit & work ethic.

We offer a professional work environment. Salary offered shall be in accordance with competency. Please see our website www.shrijee.com for details about us.

If interested, please send resume and cover letter to:

Shrijee Group

A-504/505, Dynasty Business Park,

J.B. Nagar, Andheri-Kurla Road,

Andheri (East), Mumbai - 400059.

Phone : + 91- 22 -40501000. E-mail: careers@shrijee.com & sbs1@shrijee.com

In case of e-mail applications, please put "**Purchase Assistant**" in the subject line.